



# Commercial Fishing Industry Vessel Safety Advisory Committee Handbook



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# **Table of Contents**

<b>INTRODUCTION .....</b>	<b>1</b>
<b>GUIDELINES FOR NEW MEMBERS OF CFIVSAC .....</b>	<b>2</b>
<b>ADMINISTRATIVE PROCEDURES .....</b>	<b>3</b>
<b>CFIVSAC CHARTER .....</b>	<b>4</b>
<b>FEDERAL ADVISORY COMMITTEE ACT .....</b>	<b>7</b>
<b>FACA GUIDELINES .....</b>	<b>16</b>
<b>CG HEADQUARTERS ORGANIZATIONAL CHART.....</b>	<b>19</b>
<b>“M” ORGANIZATIONAL CHART .....</b>	<b>20</b>
<b>CG INFORMATION AVAILABLE ON THE WORLD WIDE WEB .....</b>	<b>21</b>
<b>WHERE IS COAST GUARD HEADQUARTERS? .....</b>	<b>22</b>
<b>WASHINGTON DC INFORMATION .....</b>	<b>24</b>
<b>TRAVEL CLAIM PROCESS.....</b>	<b>51</b>
<b>SAMPLE TRAVEL CLAIM.....</b>	<b>53</b>

## **Introduction**

### ***Purpose of this Handbook***

The purpose of this handbook is to familiarize new members of the Commercial Fishing Industry Safety Vessel Advisory Committee (CFIVSAC) with a brief background of the Committee, the Coast Guard, and the Office of Marine Safety and Environmental Protection. It should assist in the administration of the Committee by providing guidelines and information for the membership.

### ***CFIVSAC's Establishment and Purpose***

The Federal Advisory Committee Act (FACA) of 1972 (Public Law 92-463, October 6, 1972), provides for the Federal government to seek the advice of citizens on a range of issues affecting its policies and programs. Approximately 1,000 advisory committees are in existence at any time, each must adhere strictly with FACA, the Freedom of Information Act, and related regulations. The U.S. Coast Guard uses Federal Advisory Committees as advisors on a range of topics. Each Committee has its own charter, and as a result, committees may be different from one another.

Under the authority of FACA, the Secretary of the Department of Transportation, through the Commandant of the Coast Guard, has delegated the Assistant Commandant for Marine Safety and Environmental Protection the responsibility to establish CFIVSAC. The Committee serves as a deliberative body to advise the Secretary of Transportation, via the Commandant, U.S. Coast Guard, on matters relating to the safety of commercial fishing industry vessels.

### ***Overview of Membership and Staff Support***

The Committee consists of no more than 17 members who have expertise and experience in the commercial fishing industry. The National Transportation Safety Board may also designate a representative to serve as an observer on the Committee. Most Committee members serve a three-year term, except that members appointed to fill a vacancy which is not caused by the end of a term may only serve the remainder of that individual's term. Committee members may serve more than one term. Two Committee members will be elected as Chairman and Vice-Chairman to serve as the presiding officers on the Committee.

The Committee also has an Executive Director, who is a full-time Coast Guard official. This individual furnishes administrative and staff support to the Committee. The Executive Director or Acting Executive Director must be present at each Committee meeting.

### ***Meetings***

CFIVSAC meets at least once a year, or more often as necessary, at the call of the Executive Director. A notice for each meeting is published in the Federal Register.

## **Guidelines for New Members of CFIVSAC**

1. The Commercial Fishing Industry Vessel Safety Advisory Committee was established by the Secretary of Transportation under the authority of Section 4508 of Title 46 United States Code.
2. The Committee serves as a deliberative body to advise the Commandant, U.S. Coast Guard, Secretary of Transportation, and Congress on matters relating to the safety of commercial industry fishing vessels. It has no operating authority or responsibility.
3. The Committee shall consist of not more than 17 members considered to have particular expertise, knowledge, and experience in the commercial fishing industry. In addition, the Commandant may request that National Transportation Safety Board to designate a representative to participate as an observer on the Committee. Members are appointed by the Secretary of Transportation upon recommendation by the Commandant. The members shall be chosen, insofar as practicable, from the following groups:
  - a) ten members from the commercial fishing industry who reflect a regional and representational balance and have experience in the operation of commercial fishing industry vessels to which Chapter 45 of Title 46 U.S.C. applies, or as a crew member of processing line worker on an uninspected fishing processing vessel;
  - b) one member representing naval architects or marine surveyors;
  - c) one member representing manufacturers of equipment for vessels to which chapter 45 applies;
  - d) one member representing education or training professional related to fishing vessel, fishing processing vessel, or fish tender vessel safety, or personnel qualifications;
  - e) one member representing underwriters that insure vessels to which chapter 45 applies;
  - f) three members representing the general public, including whenever possible, an independent expert or consultant in maritime safety, and a member of a national organization composed of persons representing owners of vessels to which chapter 45 applies and persons representing the marine insurance industry.
4. The term of office is normally for three years except for a member appointed to fill a vacancy created by resignation, removal, or death shall only be appointed for the remainder of his predecessor's term. An individual may be appointed to a term as a member of the Committee more than once. Committee members shall not be deemed as employees of the Federal Government.
5. Committee members will be elected as Chairman and Vice-Chairman by the Committee.
6. Appointments will expire after the last meeting of the third year of the term.
7. The Chairman is the presiding officer of the Committee who guides its efforts to the effective completion of its assigned tasks. The Chairman provides leadership and opportunity for participation by each member, ensures adherence to the agenda, maintains order, and conducts each meeting in accordance with the rules governing meetings. The Chairman is responsible for the management of the Committee and the conduct of all Committee activities.
8. The Executive Director of the Committee is a full time salaried official of the Coast Guard. The Executive Director furnishes administrative and staff support to the Committee. The Executive Director assists in formulating agenda items; approving agenda items; preparation of recommendations, and resolutions which reflect the determination of the Committee; the

development of plans for the activities of the Committee meetings. The Executive director notifies members regarding Committee meetings and agenda items; maintains records of Committee activities; and disseminates information in accordance with applicable statutes, resolutions, or instructions. The Executive Director or Acting Executive Director must be present at each Committee meeting, and has the authority to adjourn the meeting whenever it is considered to be in the public interest.

9. Attendance by the entire Committee is expected at the annual meeting. A member may be removed from office if an individual fails to attend at least half of the scheduled meetings.
10. Each member is expected to make meaningful contributions to the business of the Committee.
11. A Committee meeting is usually held once a year and normally lasts for two consecutive days.
12. Airline reservations should be made by contacting SATO at (202) 366-2700. Be sure to inform the agent you are on government travel and give the Travel Order Number (TONO) located on your original travel orders. A block of rooms will be reserved at a local hotel. When confirming your reservation, inform the receptionist that you are with the CFIVSAC. Incidentals (phone calls, rooms service, tips, meals charged to a room, etc.) can't be charged to the government. Per diem and lodging allowances are provided for your meals and hotel accommodations. Authorized expenditures will be reimbursed when claimed on your travel voucher. To see the current per diem rates visit:  
<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html>
13. If you choose to make your own travel or lodging arrangements, actual expenses, not to exceed the maximum per diem allowed by current regulations will be reimbursed upon execution of properly completed and documented travel voucher. The cost of travel necessary to conduct Committee business will be reimbursed at the current Government rate. To be reimbursed for your expenses, upon your return home, mail the original travel orders, your completed travel claim, airfare, lodging, and transportation receipts for local travel (if over \$75.00), to G-MOC-3. See example for proper completion of a travel claim. To get more information on travel claims, visit the CFVS web site at: [www.uscg.mil/hq/g-m/cfvs/faq.htm](http://www.uscg.mil/hq/g-m/cfvs/faq.htm)

## **Administrative Procedures**

CFIVSAC meetings are held at least once a year, or as judged necessary by the Executive Director. Notice of each meeting appears in the Federal Register prior to that meeting. The Chairman of CFIVSAC ensures that meetings are conducted according to Roberts' Rules of Order. Since all meetings are open to the public, the Chairman is also responsible for closing the meeting to the public when it is deemed in the public interest. Members of the public may appear before the committee or submit written statements.

## **CFIVSAC Charter**

### ***Purpose***

This Charter establishes the Commercial Fishing Industry Vessel Safety Advisory Committee (CFIVSAC) pursuant to the Federal Advisory Committee Act, as amended, 5 U.S.C. App. I (1976) and sets forth regulations for its operations.

### ***Scope and Objectives***

The Committee will act solely in an advisory capacity to the Commandant of the United States Coast Guard and Congress on matters relating to the safety of commercial fishing industry vessels. The Committee will advise, consult with, and make recommendations reflecting the Committee's independent judgment to the Commandant on matters and actions relating to the safe operation of vessels to which Chapter 45 of Title 46 U.S.C. applies, including navigational safety, safety equipment and procedures, marine insurance, vessel design, construction, maintenance and operation, and personnel qualification and training.

### ***Duties***

The Committee will be responsive to specific assignments and may conduct studies, inquiries, and workshops as the Commandant may authorize or direct. The Committee may review proposed regulations under Chapter 45 of Title 46 U.S.C. The Committee shall advise the Commandant on studies concerning the licensing of personnel, the inspection of fishing vessels, and the need for hull and maintenance requirements for unclassified fish processing vessels.

### ***Duration***

Continuing.

### ***Official to Whom Committee Reports***

The Committee will report to the Commandant, United States Coast Guard through the Sponsor.

### ***Sponsor and Agency Providing Support***

The Chief, Maine Safety and Environmental Protection serves as Sponsor for the Committee and shall designate an Executive Director. The Executive Director manages the Committee affairs and will provide necessary clerical support.

### ***Membership***

The Committee is composed of 17 members. In addition, the Commandant may request the National Transportation Safety Board to designate a representative to participate as an observer on the Committee. Members are appointed by the Secretary of Transportation upon recommendation by the Commandant. A Committee member serves a term of three years coinciding with the government's fiscal year.

The Committee shall consist of seventeen members who have particular expertise, knowledge, and experience regarding commercial fishing industry vessels as follows:

- a. Ten members from the commercial fishing industry who reflect a regional and representational balance and have experience in the operation of vessels to which Chapter 45 of Title 46, U.S.C. applies, or as crew member or processing line worker on an uninspected fish processing vessel.
- b. One member representing each of the following specialties:
  - (1) Naval architects or marine surveyors;
  - (2) Manufacturers of equipment for vessels to which Chapter 45 applies;
  - (3) Education or training professionals related to fishing vessel, fish processing vessel, fish tender vessel safety, or personnel qualifications; and
  - (4) Underwriters that insure vessels to which Chapter 45 applies.
- c. Three members representing the general public, including whenever possible an independent expert or consultant in maritime safety and a member of a national organization composed of persons representing owners of vessels to which Chapter 45 applies and persons representing the marine insurance industry.

### ***Committee Officers***

The Chairman and Vice-Chairman are elected by the Committee. The Chairman shall conduct each meeting in general accordance with Roberts' Rules of Order, provide an opportunity for participation by each member and by public attendees, ensure adherence to the agenda, maintain order, and prepare any recommendations submitted to the Coast Guard. In the absence of the Chairman, these duties are performed by the Vice-Chairman.

The Executive Director manages the affairs of the Committee.

### ***Meetings***

Meetings are held at the call of the Executive Director. The committee meets at least once each year. Additional meetings may be called as necessary. Notice of each meeting is published in the Federal Register.

All meetings are open to the public. Members of the public are permitted to appear before or file statements with the Committee. The Executive Director or a designated representative must be present at each committee meeting. This official has the authority and duty to adjourn the meeting whenever such action is deemed to be in the public interest.

### ***Costs***

Operating expenses are borne by the Committee Sponsor. The annual costs to the government including .8 staff years is approximately \$66,000. Members may be reimbursed for travel expenses and per diem in accordance with current regulations.

***Availability of Records***

Subject to Section 552 of Title 5 U.S.C., the records, reports, minutes, agenda, and other documents made available to the Committee are available for public inspection and duplication in the office of the CFIVSAC Executive Director, Commandant (G-MSO-2), 2100 Second Street, S.W., Washington, DC 20593-0001.

***Reports***

The Executive director furnishes detailed minutes of each meeting to the Sponsor. The minutes contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the Committee. The Chairman and Executive Director certify to the accuracy of the minutes.

***Subcommittees***

The Chairman may establish subcommittees from among the membership of the Committee, with the approval of the Sponsor. The subcommittees must comply with all regulations applicable to the parent committee.

***Filing date***

The effective date of this Charter will expire two years from this filing date unless sooner terminated or extended.



Federal Advisory Committee Act



Public Law 92-463  
92<sup>nd</sup> Congress, H.R. 4383  
October 6, 1972

## **AN ACT**

To authorize the establishment of a system governing the creation and operation of advisory committees in the executive branch of the Federal Government, and for other purposes.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That This Act may be cited as the “Federal Advisory Committee Act”.*

### **Section 2: Findings and Purposes**

- (a) The Congress finds that there are numerous committees, boards, commissions, councils, and similar groups which have been established to advise officers and agencies in the executive branch of the Federal Government and that they are frequently a useful and beneficial means of furnishing expert advice, ideas, and diverse opinions to the Federal Government.
- (b) The Congress further finds and declares that -
  - (1) the need for many existing advisory committees has not been adequately reviewed;
  - (2) new advisory committees should be established only when they are determined to be essential and their number should be kept to the minimum necessary;
  - (3) advisory committees should be terminated when they are no longer carrying out the purposes for which they were established;
  - (4) standards and uniform procedures should govern the establishment, operation, administration, and duration of advisory committees;
  - (5) the Congress and the public should be kept informed with respect to the number, purpose, membership, activities, and cost of advisory committees; and
  - (6) the function of advisory committees should be advisory only, and that all matters under their consideration should be determined, in accordance with law, by the official, agency, or officer involved.

### **Section 3: Definitions**

For the purpose of this Act -

- (1) The term "Administrator" means the Administrator of General Services.
- (2) The term "advisory committee" means any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup thereof (hereafter in this paragraph referred to as "committee"), which is -
  - (A) established by statute or reorganization plan, or
  - (B) established or utilized by the President, or
  - (C) established or utilized by one or more agencies, in the interest of obtaining advice or recommendations for the President or one or more agencies or officers of the Federal Government, except that such term excludes
    - (i) the Advisory Commission on Intergovernmental Relations,
    - (ii) the Commission on Government Procurement, and
    - (iii) any committee which is composed wholly of full-time officers or employees of the Federal Government.
- (3) The term "agency" has the same meaning as in section 551(1) of title 5, United States Code.
- (4) The term "Presidential Advisory Committee" means an advisory committee which advises the President.

#### **Section 4: Applicability**

- (a) The provisions of this Act or of any rule, order, or regulation promulgated under this Act shall apply to each advisory committee except to the extent that any Act of Congress establishing any such advisory committee specifically provides otherwise.
- (b) Nothing in this Act shall be construed to apply to any advisory committee established or utilized by -
  - (1) the Central Intelligence Agency; or
  - (2) the Federal Reserve System.
- (c) Nothing in this Act shall be construed to apply to any local civic group whose primary function is that of rendering a public service with respect to a Federal program, or any State or local committee, council, board, commission, or similar group established to advise or make recommendations to State or local officials or agencies.

#### **Section 5: Responsibilities of Congressional Committees**

- (a) In the exercise of its legislative review function, each standing committee of the Senate and the House of Representatives shall make a continuing review of the activities of each advisory committee under its jurisdiction to determine whether such advisory committee should be abolished

or merged with any other advisory committee, whether the responsibilities of such advisory committee should be revised, and whether such advisory committee performs a necessary function not already being performed. Each such standing committee shall take appropriate action to obtain the enactment of legislation necessary to carry out the purpose of this subsection.

- (b) In considering legislation establishing, or authorizing the establishment of any advisory committee, each standing committee of the Senate and of the House of Representatives shall determine, and report such determination to the Senate or to the House of Representatives, as the case may be, whether the functions of the proposed advisory committee are being or could be performed by one or more agencies or by an advisory committee already in existence, or by enlarging the mandate of an existing advisory committee. Any such legislation shall -
- (1) contain a clearly defined purpose for the advisory committee;
  - (2) require the membership of the advisory committee to be fairly balanced in terms of the points of view represented and the functions to be performed by the advisory committee;
  - (3) contain appropriate provisions to assure that the advice and recommendations of the advisory committee will not be inappropriately influenced by the appointing authority or by any special interest, but will instead be the result of the advisory committee's independent judgment;
  - (4) contain provisions dealing with authorization of appropriations, the date for submission of reports (if any), the duration of the advisory committee, and the publication of reports and other materials, to the extent that the standing committee determines the provisions of section 10 of this Act to be inadequate; and
  - (5) contain provisions which will assure that the advisory committee will have adequate staff (either supplied by an agency or employed by it), will be provided adequate quarters, and will have funds available to meet its other necessary expenses.
- (c) To the extent they are applicable, the guidelines set out in subsection (b) of this section shall be followed by the President, agency heads, or other Federal officials in creating an advisory committee.

## **Section 6: Responsibilities of the President**

- (a) The President may delegate responsibility for evaluating and taking action, where appropriate, with respect to all public recommendations made to him by Presidential advisory committees.
- (b) Within one year after a Presidential advisory committee has submitted a public report to the President, the President or his delegate shall make a report to the Congress stating either his proposals for action or his reasons for inaction, with respect to the recommendations contained in the public report.

- (c) The President shall, not later than December 31 of each year, make an annual report to the Congress on the activities, status, and changes in the composition of advisory committees in existence during the preceding fiscal year. The report shall contain the name of every advisory committee, the date of and authority for its creation, its termination date or the date it is to make a report, its functions, a reference to the reports it has submitted, a statement of whether it is an ad hoc or continuing body, the dates of its meetings, the names and occupations of its current members, and the total estimated annual cost to the United States to fund, service, supply, and maintain such committee. Such report shall include a list of those advisory committees abolished by the President, and in the case of advisory committees established by statute, a list of those advisory committees which the President recommends be abolished together with his reasons therefor. The President shall exclude from this report any information which, in his judgment, should be withheld for reasons of national security, and he shall include in such report a statement that such information is excluded.

### **Section 7: Responsibilities of the Administrator of General Services**

- (a) The Administrator shall establish and maintain within the General Services Administration a Committee Management Secretariat, which shall be responsible for all matters relating to advisory committees.
- (b) The Administrator shall, immediately after October 6, 1972, institute a comprehensive review of the activities and responsibilities of each advisory committee to determine -
  - (1) whether such committee is carrying out its purpose;
  - (2) whether, consistent with the provisions of applicable statutes, the responsibilities assigned to it should be revised;
  - (3) whether it should be merged with other advisory committees; or
  - (4) whether it should be abolished.

The Administrator may from time to time request such information as he deems necessary to carry out his functions under this subsection. Upon the completion of the Administrator's review he shall make recommendations to the President and to either the agency head or the Congress with respect to action he believes should be taken. Thereafter, the Administrator shall carry out a similar review annually. Agency heads shall cooperate with the Administrator in making the reviews required by this subsection.

- (c) The Administrator shall prescribe administrative guidelines and management controls applicable to advisory committees, and, to the maximum extent feasible, provide advice, assistance, and guidance to advisory committees to improve their performance. In carrying out his functions under this subsection, the Administrator shall consider the recommendations of each agency head with respect to means of improving the performance of advisory committees whose duties are related to such agency.

(d)

(1) The Administrator, after study and consultation with the Director of the Office of Personnel Management, shall establish guidelines with respect to uniform fair rates of pay for comparable services of members, staffs, and consultants of advisory committees in a manner which gives appropriate recognition to the responsibilities and qualifications required and other relevant factors. Such regulations shall provide that -

(A) no member of any advisory committee or of the staff of any advisory committee shall receive compensation at a rate in excess of the rate specified for GS-18 of the General Schedule under section 5332 of title 5, United States Code;

(B) such members, while engaged in the performance of their duties away from their homes or regular places of business, may be allowed travel expenses, including per diem in lieu of subsistence, as authorized by section 5703 of title 5, United States Code, for persons employed intermittently in the Government service; and

(C) such members -

(i) who are blind or deaf or who otherwise qualify as handicapped individuals (within the meaning of section 501 of the Rehabilitation Act of 1973 (29 U.S.C. 794)), and

(ii) who do not otherwise qualify for assistance under section 3102 of title 5, United States Code, by reason of being an employee of an agency (within the meaning of section 3102(a)(1) of such title 5), may be provided services pursuant to section 3102 of such title 5 while in performance of their advisory committee duties.

(2) Nothing in this subsection shall prevent -

(A) an individual who (without regard to his service with an advisory committee) is a full-time employee of the United States, or

(B) an individual who immediately before his service with an advisory committee was such an employee, from receiving compensation at the rate at which he otherwise would be compensated (or was compensated) as a full-time employee of the United States.

(e) The Administrator shall include in budget recommendations a summary of the amounts he deems necessary for the expenses of advisory committees, including the expenses for publication of reports where appropriate.

**Section 8: Responsibilities of Agency Heads**

- (a) Each agency head shall establish uniform administrative guidelines and management controls for advisory committees established by that agency, which shall be consistent with directives of the Administrator under section 7 and section 10. Each agency shall maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction.
- (b) The head of each agency which has an advisory committee shall designate an Advisory Committee Management Officer who shall -
  - (1) exercise control and supervision over the establishment, procedures, and accomplishments of advisory committees established by that agency;
  - (2) assemble and maintain the reports, records, and other papers of any such committee during its existence; and
  - (3) carry out, on behalf of that agency, the provisions of section 552 of title 5, United States Code, with respect to such reports, records, and other papers.

**Section 9: Establishment and Purpose of Advisory Committees**

- (a) No advisory committee shall be established unless such establishment is -
  - (1) specifically authorized by statute or by the President; or
  - (2) determined as a matter of formal record, by the head of the agency involved after consultation with the Administrator, with timely notice published in the Federal Register, to be in the public interest in connection with the performance of duties imposed on that agency by law.
- (b) Unless otherwise specifically provided by statute or Presidential directive, advisory committees shall be utilized solely for advisory functions. Determinations of action to be taken and policy to be expressed with respect to matters upon which an advisory committee reports or makes recommendations shall be made solely by the President or an officer of the Federal Government.
- (c) No advisory committee shall meet or take any action until an advisory committee charter has been filed with
  - (1) the Administrator, in the case of Presidential advisory committees, or
  - (2) with the head of the agency to whom any advisory committee reports and with the standing committees of the Senate and of the House of Representatives having legislative jurisdiction of such agency. Such charter shall contain the following information:

- (A) the committee's official designation;
- (B) the committee's objectives and the scope of its activity;
- (C) the period of time necessary for the committee to carry out its purposes;
- (D) the agency or official to whom the committee reports;
- (E) the agency responsible for providing the necessary support for the committee;
- (F) a description of the duties for which the committee is responsible, and, if such duties are not solely advisory, a specification of the authority for such functions;
- (G) the estimated annual operating costs in dollars and man-years for such committee;
- (H) the estimated number and frequency of committee meetings;
- (I) the committee's termination date, if less than two years from the date of the committee's establishment; and
- (J) the date the charter is filed. A copy of any such charter shall also be furnished to the Library of Congress.

## **Section 10: Advisory Committee Procedures**

- (a)
  - (1) Each advisory committee meeting shall be open to the public
  - (2) Except when the President determines otherwise for reasons of national security, timely notice of each such meeting shall be published in the Federal Register, and the Administrator shall prescribe regulations to provide for other types of public notice to insure that all interested persons are notified of such meeting prior thereto.
  - (3) Interested persons shall be permitted to attend, appear before, or file statements with any advisory committee, subject to such reasonable rules or regulations as the Administrator may prescribe.
- (b) Subject to section 552 of title 5, United States Code, the records, reports, transcripts, minutes, appendixes, working papers, drafts, studies, agenda, or other documents which were made available to or prepared for or by each advisory committee shall be available for public inspection and copying at a single location in the offices of the advisory committee or the agency to which the advisory committee reports until the advisory committee ceases to exist.
- (c) Detailed minutes of each meeting of each advisory committee shall be kept and shall contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the advisory

committee. The accuracy of all minutes shall be certified to by the chairman of the advisory committee.

- (d) Subsections (a)(1) and (a)(3) of this section shall not apply to any portion of an advisory committee meeting where the President, or the head of the agency to which the advisory committee reports, determines that such portion of such meeting may be closed to the public in accordance with subsection (c) of section 552b of title 5, United States Code. Any such determination shall be in writing and shall contain the reasons for such determination. If such a determination is made, the advisory committee shall issue a report at least annually setting forth a summary of its activities and such related matters as would be informative to the public consistent with the policy of section 552(b) of title 5, United States Code.
- (e) There shall be designated an officer or employee of the Federal Government to chair or attend each meeting of each advisory committee. The officer or employee so designated is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting. No advisory committee shall conduct any meeting in the absence of that officer or employee.
- (f) Advisory committees shall not hold any meetings except at the call of, or with the advance approval of, a designated officer or employee of the Federal Government, and in the case of advisory committees (other than Presidential advisory committees), with an agenda approved by such officer or employee.

## **Section 11: Availability of Transcripts**

- (a) Except where prohibited by contractual agreements entered into prior to the effective date of this Act, agencies and advisory committees shall make available to any person, at actual cost of duplication, copies of transcripts of agency proceedings or advisory committee meetings.
- (b) As used in this section "agency proceeding" means any proceeding as defined in section 551(12) of title 5, United States Code.

## **Section 12: Fiscal and Administrative Provisions**

- (a) Each agency shall keep records as will fully disclose the disposition of any funds which may be at the disposal of its advisory committees and the nature and extent of their activities. The General Services Administration, or such other agency as the President may designate, shall maintain financial records with respect to Presidential advisory committees. The Comptroller General of the United States, or any of his authorized representatives, shall have access, for the purpose of audit and examination, to any such records.
- (b) Each agency shall be responsible for providing support services for each advisory committee established by or reporting to it unless the establishing authority provides otherwise. Where any such advisory committee reports to more than one agency, only one agency shall be responsible for support services at any one time. In the case of Presidential advisory committees, such services may be provided by the General Services Administration.



**Section 13: Responsibilities of Library of Congress**

Subject to section 552 of title 5, United States Code, the Administrator shall provide for the filing with the Library of Congress of at least eight copies of each report made by every advisory committee and, where appropriate, background papers prepared by consultants. The Librarian of Congress shall establish a depository for such reports and papers where they shall be available to public inspection and use.

**Section 14: Termination of Advisory Committees**

(a)

- (1) Each advisory committee which is in existence on the effective date of this Act shall terminate not later than the expiration of the two-year period following such effective date unless -
  - (A) in the case of an advisory committee established by the President or an officer of the Federal Government, such advisory committee is renewed by the President or that officer by appropriate action prior to the expiration of such two-year period; or
  - (B) in the case of an advisory committee established by an Act of Congress, its duration is otherwise provided for by law.
- (2) Each advisory committee established after such effective date shall terminate not later than the expiration of the two-year period beginning on the date of its establishment unless -
  - (A) in the case of an advisory committee established by the President or an officer of the Federal Government such advisory committee is renewed by the President or such officer by appropriate action prior to the end of such period; or
  - (B) in the case of an advisory committee established by an Act of Congress, its duration is otherwise provided for by law.

(b)

- (1) Upon the renewal of any advisory committee, such advisory committee shall file a charter in accordance with section 9(c).
  - (2) Any advisory committee established by an Act of Congress shall file a charter in accordance with such section upon the expiration of each successive two-year period following the date of enactment of the Act establishing such advisory committee.
  - (3) No advisory committee required under this subsection to file a charter shall take any action (other than preparation and filing of such charter) prior to the date on which such charter is filed.
- (c) Any advisory committee which is renewed by the President or any officer of the Federal Government may be continued only for successive two-year periods by appropriate action taken by

the President or such officer prior to the date on which such advisory committee would otherwise terminate.

### **Section 15: Effective Date**

Except as provided in section 7(b), this Act shall become effective upon the expiration of ninety days following October 6, 1972. **Approved October 6, 1972.**

## **FACA Guidelines**

Through the enactment of the Federal Advisory Committee Act (FACA) of 1972 (Public Law 92-463, October 6, 1982), the U.S. Congress formally recognized the merits of seeking the advice and assistance of our Nation's citizens. At the time, the Congress also sought to assure that advisory committees:

- Provide advice that is relevant, objective, and open to the public;
- Act promptly to complete their work; and
- Comply with reasonable cost controls and recordkeeping requirements.

### ***Role of Federal Advisory Committee***

With the expertise from advisory committee members, Federal officials and the Nation have access to information and advice on a broad range of issues affecting Federal policies and programs. The public, in return, is afforded an opportunity to participate actively in the Federal Government's decisionmaking process.

### ***Federal Agency Responsibility***

Each Federal agency that sponsors advisory committees must adhere to the requirements established by the FACA, as well as those administrative guidelines provided by the U.S. General Services Administration's (GSA) Committee Management Secretariat. GSA has had the responsibility for overseeing the FACA since 1977.

### ***GSA's Role Under FACA***

With approximately 1,000 advisory committees in existence at any given time, special attention is required to assure compliance with the FACA, the Freedom of Information Act, and related regulations, as well as to encourage effective and efficient use of committee resources.

While Executive Branch departments and agencies are responsible for continually reviewing committee performance in these areas, the General Services Administration was designated by the President in 1977 to monitor committee activities governmentwide. As part of its responsibility, GSA:

- Conducts annual reviews of advisory committee accomplishments;
- Responds to inquiries from agencies on establishing new committees or the renewal of existing groups; and
- Prepares an annual report covering a summary of committee activities.

Together, GSA and the Federal community work together to eliminate the overlap or duplication of advisory bodies, terminate unnecessary or inactive committees, and develop committee management regulations, guidelines, and training in response to requirements of the Executive Branch and Congress.

***Complying with FACA***

Any advisory group, with limited exceptions, that is established or utilized by a Federal agency and that has at least one member who is not a Federal employee, must comply with the FACA. To find out if a group comes under the FACA, any individual may contact the sponsoring agency's committee Management Officer, or the GSA Committee Management Secretariat at FTS/202 523-4884.

***Requirements for Establishing and Managing Advisory Committees***

Under the Federal Advisory Committee Act, advisory committees can be created only when they are essential to the performance of a duty or responsibility conveyed upon the Executive Branch by law. Before committees can be set up, high-level officials within the sponsoring agency must review and approve the request. Once a committee is approved, a charter is prepared outlining the committee's mission and specific duties and the charter is then forwarded to GSA's Committee Management Secretariat and to the U.S. Congress for final review. Following a required public notification period the committee may begin operation.

***Committee Management Officer and Designated Federal Official***

The Federal Advisory Committee Act also provides that each agency sponsoring a Federal advisory committee must appoint a Committee Management Officer to oversee the administration of the Act's requirements.

In addition, a Designated Federal Official must be assigned to each committee to:

- Call and adjourn committee meetings;
- Approve agendas;
- Maintain required records on costs and membership;
- Ensure efficient operations;
- Maintain records for availability to the public; and
- Provide copies of committee reports to the Committee Management Officer for forwarding to the Library of Congress.

***Termination of a Committee's Charter***

Unless the renewal of a committee charter is justified under the FACA, the charter is automatically terminated after a two-year period (or as otherwise provided by law).

***Advisory Committee Members***

Federal advisory committee members are drawn from nearly every occupational and industry group and geographical section of the United States and its territories. The FACA requires that committee memberships be "fairly balanced in terms of the points of view represented and the functions to be performed."

As a result, members of specific communities often have both expertise and vocational skills that parallel the program responsibilities of their sponsoring agencies. In balancing committee memberships, agencies are expected to assure that major—and sometimes strongly opposing viewpoints are represented to provide a foundation for developing advice and recommendations that are fair and comprehensive.

### ***Appointing Committee Members***

Agency officials, Members of Congress, the general public, or professional societies or current and former committee members may nominate potential candidates for membership.

Selection of committee members is made based on the FACA's requirements and the potential member's background and qualifications. Final selection is made by agency heads or their delegates.

Prior to accepting an appointment with a Federal advisory committee, each prospective member should meet with the appropriate agency Committee Management Officer and designated ethics officials to discuss duties and obligations, allowable expenses and compensation limitations.

### ***Federal Conflict of Interest Laws***

Agency officials must provide prospective advisory committee members with information regarding any applicable standards of conduct—including those imposed by Federal conflict of interest statutes. In some instances, members may be subject to special limitations during the course of their service on an advisory committee. For some members, these restrictions also may apply (for limited periods) after their committee assignments have ended.

Some agencies may impose additional administrative requirements as well. To avoid potential conflicts, each advisory committee member should ensure that he or she received adequate information from the sponsoring organization and completes any required appointment papers and disclosure forms prior to service on a committee.

Oral briefings and other explanatory material may be obtained through the sponsoring organization's designated ethics official, Committee Management Officer, or from the Office of Government Ethics, which has government-wide jurisdiction on Federal ethics issues.

### ***Limits on Membership Terms***

Each agency sets limits on the lengths of terms for serving on advisory committees to allow for continually new membership. Generally, members are appointed to a two-year term.

### ***Open Access to Committee Meetings and Operations***

Under the provisions of the Federal Advisory Committee Act, Federal advisory committees must:

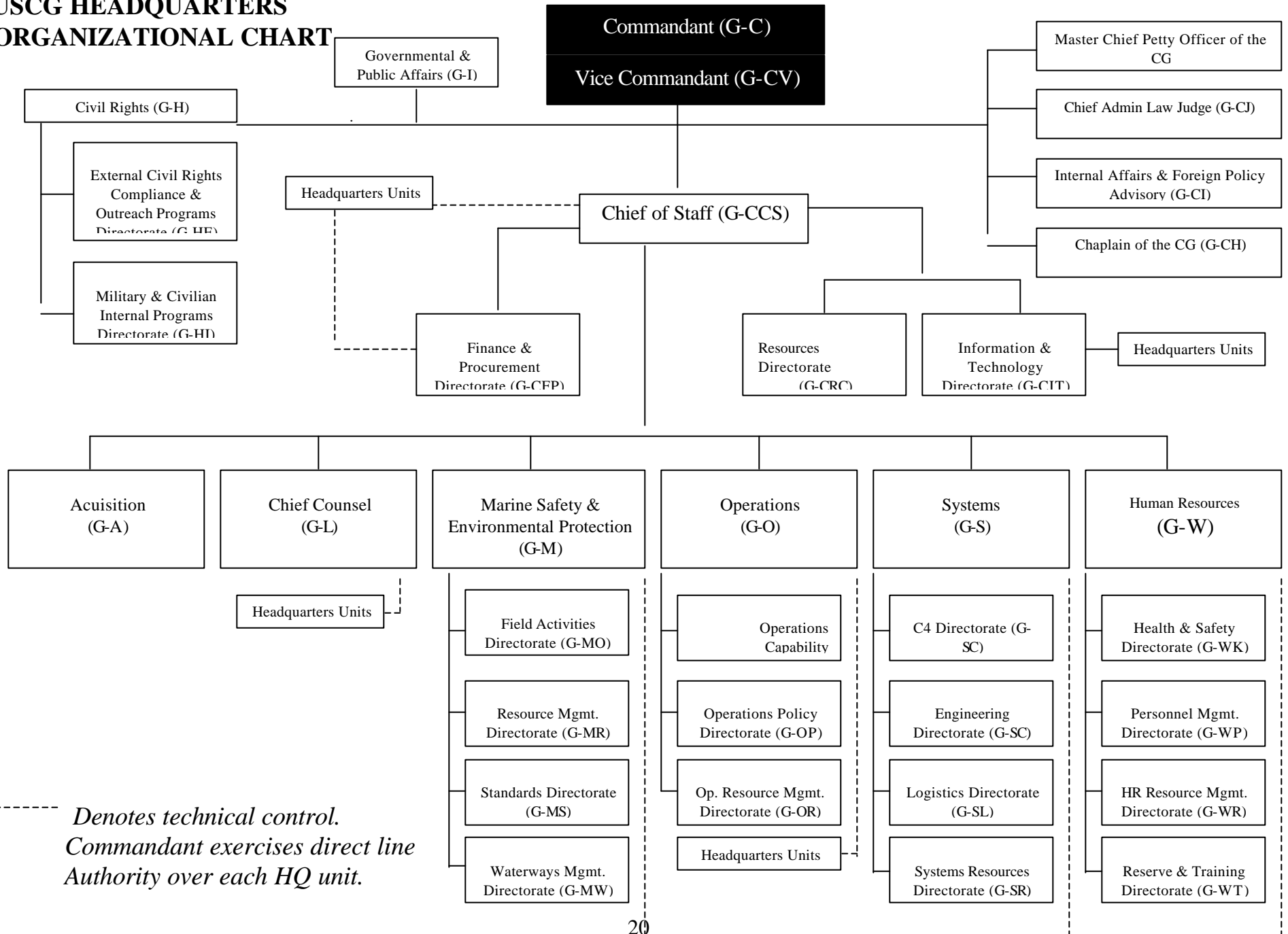
- Arrange meetings for reasonably accessible and convenient locations and times;
- Publish adequate advance notice of planned meetings in the Federal Register;
- Open advisory committee meetings to the public (with some exceptions—see the section on “Government in the Sunshine Act” below);
- Make available for public inspection all papers and records, including detailed minutes of each meeting; and
- Maintain records of expenditures, with limited exceptions, for public inspection.

***Government in the Sunshine Act***

Advisory committee meetings are closed or partially closed to the public based upon provisions of the “Government in the Sunshine Act” (Public Act 94-409, September 13, 1976). Examples of meetings that may be closed under FACA are:

- Those including discussions of classified information;
- Reviews of proprietary data submitted in support of Federal grant applications; and
- Deliberations involving consideration of personnel information protected by the Privacy Act (Public Act 93-579, December 31, 1974).

# USCG HEADQUARTERS ORGANIZATIONAL CHART

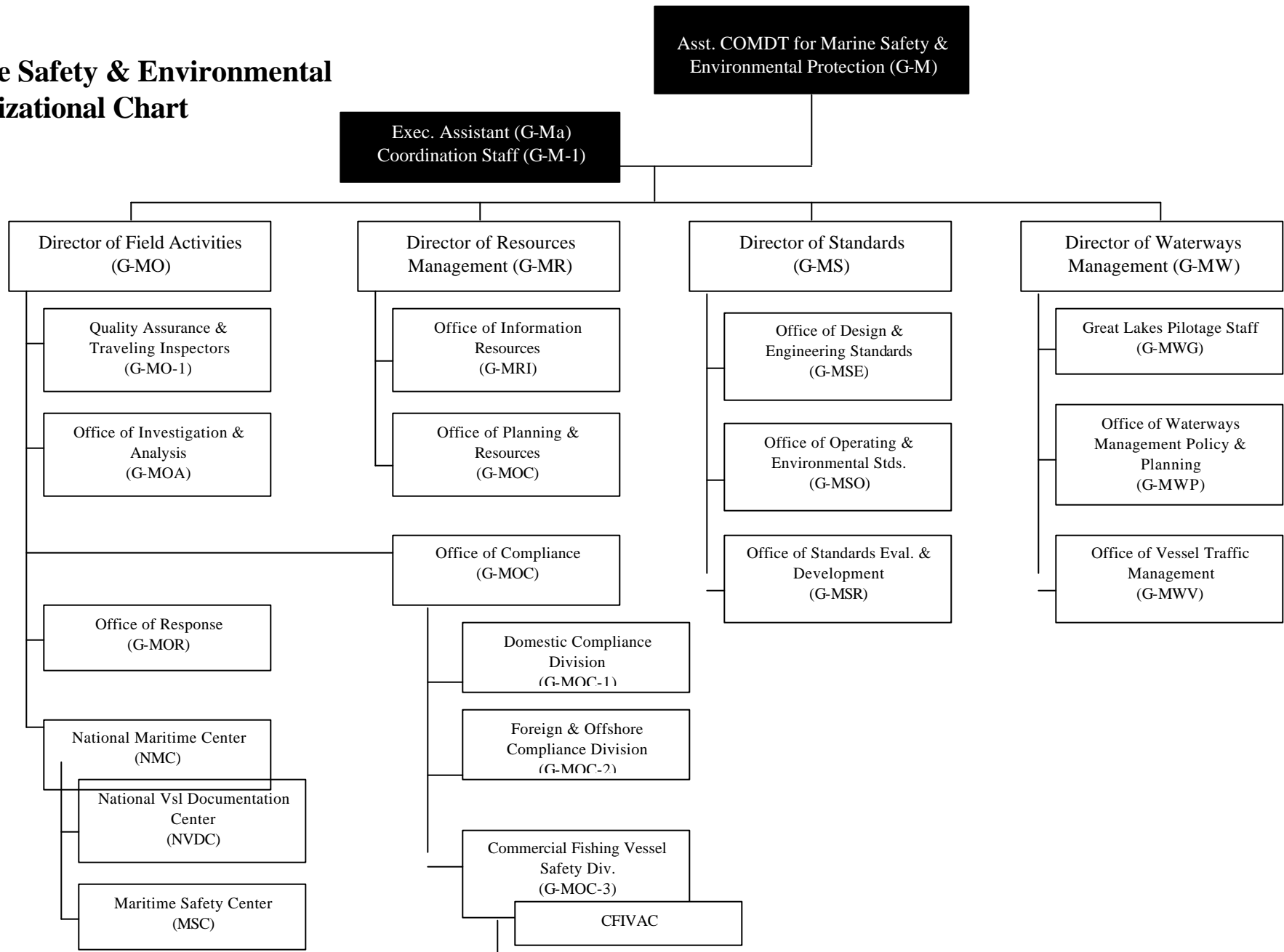


Headquarters Units ---

Headquarters Units --

Headquarters Units --

## Marine Safety & Environmental Organizational Chart





## **CG Information available on the World Wide Web**

The Coast Guard has extensive information on the World Wide Web, including phone numbers and addresses of all Coast Guard units worldwide, electronic copies of Navigation and Inspection Circulars (NVIC's), the Marine Safety Manual, and other policy guidance, and other useful information.

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**Home Pages**

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**WWW Addresses**

Coast Guard Advisory Committees:

<http://www.uscg.mil/hq/g-m/advisory/index.htm>

Marine Safety and Environmental Protection  
Directorate:

<http://www.uscg.mil/hq/g-m/index.htm>

Commercial Fishing Vessel Safety

<http://www.uscg.mil/hq/g-m/cfvs/index.htm>

# Directions to USCG Headquarters

## Where is Coast Guard Headquarters?

Geographically, USCG HQ is located at Buzzards Point in Southwest DC. We are next to Fort McNair (home of the National Defense University) and the Buzzards Point power station. James Creek Marina is next to USCG HQ. We are approximately one mile from the waterfront where the dinner cruise boats depart and about 2 miles from the Washington Navy Yard.

## Metro & Shuttle Bus

1. On the Metro, take the Orange, Blue, Green, or Yellow line to L'Enfant Metro Station. Exit toward 7th & D Streets (DON'T EXIT TOWARD L'ENFANT PLAZA).
2. At the top of the escalator, head toward the space in the building toward the left. You will see a CAFETERIA sign hanging down. Head toward the steps.
3. The line for the shuttle bus forms here. Don't worry about all the stops. This shuttle goes straight to USCG Headquarters (and goes directly from HQ to DOT HQ). Have your government ID ready (not necessary if in uniform).
4. The bus will drop you off at the V street entrance and will depart from there.
5. The front of the building is the side with the flag poles (facing the marina and Fort McNair). This entrance has the security desk where non-government employees can get cleared into the building.

## DOT Shuttle Bus Schedule

There are two shuttle buses that operate during the hours of 0600 to 0900 and 1500 to 1815. They stop at CGHQ (Coast Guard Headquarters), the NASSIF building (DOT Building), and the FAA Building. They run every fifteen minutes between the hours of 0600 to 0900 and 1500 to 1815. Only one shuttle bus operates between 0900 to 1500, and it runs every thirty minutes. In addition to the other two shuttle buses, there is an "Express Shuttle" that operates between the hours of 0600 to 0900 and 1500 to 1815. The "Express Shuttle" ONLY stops at Coast Guard Headquarters and the NASSIF Building. None of the shuttle buses operate on federal holidays and weekends. Below are pictures of the shuttle bus. For more information on the schedule call (202) 267-1364.



*DOT Shuttle Bus picking up passengers at the NASSIF Building.*



*DOT Shuttle Bus picking up or dropping off passengers at CG Headquarters.*

## **Taxi**

Ask the driver to take you to the address above. Note: there will be a wait involved in getting a taxi to pick you up. Taxi's do not frequently drive to this area unless called or are bringing passengers.

Out of town note: Make sure you identify the street as "Southwest". Taxi's in Washington DC charge by an area system, not the distance or length of time. Area rates are posted in the cab and the driver should be able to tell you the rates at the start of the trip. If you take a cab out of DC or in from Maryland or Virginia, you will pay the meter rate.

## **Entry into Coast Guard Headquarters**

Visitors at CGHQ, including CFIVSAC members, are required to enter the building through the 2<sup>nd</sup> Street (same side as flag pole) entrance. In order to provide a safer and more secure work environment for all DOT employees, contractors, and visitors, all visitors will be issued an identification badge marked "VISITOR." This badge is valid for one day and must be displayed in a visible manner above waist level. Visitors will also be required to go through a walk-through magnetometer and have their hand carried articles screened by a fluoroscope machine or hand searched.

## Washington DC Information

### Weather

Winters in Washington, DC are short, with more rain than snow. Warm weather usually prevails from April until as late as October. Monthly high and low average temperatures (Fahrenheit) are:

	High	Low
January	44	30
February	46	29
March	54	36
April	66	46
May	76	56
June	83	65
July	87	69
August	85	68
September	79	61
October	68	50
November	57	39
December	46	31

Washington is an informal city, and sightseers can dress casually. However warm it is, be sure to bring something extra to put on indoors, as most buildings are air conditioned to the point of being chilly during the summer.

### Lay of the Land

Diamond-shaped, the District is 10 square miles and is divided into 4 quadrants: NW, NE, SW, SE, with the US Capitol at the center. North Capitol Street, South Capitol Street and the National Mall radiate like spokes from a wheel. Lettered streets run east to west. After the alphabet has been exhausted, the east-west series continues with 2-syllable names (Adams, Belmont), then 3-syllable names (Allison, Buchanan). Numbered streets run north to south Avenues named for US states run diagonally and intersect with the east-west, north-south streets at traffic circles. Before setting out, be sure that you know the right quadrant for your destination. A given address may be found in any of the 4 quadrants.

## Neighborhoods

### ***Adams-Morgan***

*Columbia Road, NW  
between 18<sup>th</sup> St. and Kalorama Park, NW*

One of Washington's most colorful neighborhoods with an international array of restaurants, boutiques, hip specialty stores, and late-night entertainment.

### ***Anacostia***

*Southeast from the Anacostia River*

Named after its Native American inhabitants, Anacostia dates back to the arrival of John Smith in 1607. The Frederick Douglass National Historic Site, Smithsonian's Anacostia Museum, and Woodlawn Cemetery are located here.

### ***Brookland***

*Along 12th St., Michigan and South Dakota Aves., NE*

The second oldest neighborhood where African-Americans moved to during the Depression has been home to Pearl Bailey, Nobel Peace Prize winner Ralph Bunche, and poet Sterling Brown.

### ***Capitol Hill***

Unique blend of government, town houses, restaurants, specialty shops, and people. Home to the US Capitol, Supreme Court, Library of Congress, Folger Shakespeare Library, Union Station, and Eastern Market, one of the city's oldest farmer's markets, featuring fresh meats, produce, and baked goods, plus a flea market every Sunday.

### ***Chinatown***

*Located between 6th and 8th Sts.  
at G and H Sts., NW*

This small neighborhood, marked by the colorful Friendship Arch, contains most of the city's Oriental restaurants and shops and is the site of a very popular Chinese New Year's Day parade.

### ***Downtown***

*Between 4th and 7th Sts.  
from Constitution Ave. to M St., NW*

The downtown area east of the White House has undergone massive renovation in recent years and now boasts refurbished hotels, smart shops, wonderful restaurants, the Pavilion at the Old Post Office, the Warner Theatre, and the National Theatre.

### ***Dupont Circle***

*Along Connecticut Ave.  
from N to T Sts., NW*

This lively area is home to the Phillips Collection, Textile Museum, Woodrow Wilson House, Woolly Mammoth Theater, galleries, shops, historic houses, and restaurants.

***Embassy Row***

*Along Massachusetts Ave., NW*

Most of the city's 150 foreign embassies are found between Sheridan Circle and Observatory Circle.

***Foggy Bottom***

*Between 17th and 25th Sts., NW,  
south of K St., NW*

Home of the John F. Kennedy Center for the Performing Arts, George Washington University, and the famous Watergate complex.

***Georgetown***

*Between Rock Creek Park and K St., NW*

Once a thriving colonial port and a strategic point on the Underground Railroad, this charming historic area features specialty stores, nightclubs, and intriguing restaurants.

***Penn Quarter***

*Pennsylvania Ave. north to G St.  
between 3rd and 12th Sts., NW*

This revitalized area of downtown includes eclectic art galleries, numerous new restaurants and several off-the-Mall museums such as the National Portrait Gallery, National Building Museum, and the US Navy Memorial.

***Shaw***

*Between North Capitol St. and 15th St.,  
north of M St.*

This was the business and retail hub of the city's African-American community until the end of segregation in the early 1950s. Landmarks include the O Street Market, Howard University, Bethune Museum and Archives, and the renovated Lincoln Theatre.

***Southwest/Waterfront***

*South of the National Mall,  
east to the Anacostia River*

Home to the Tony Award-winning Arena Stage, Benjamin Banneker Circle and Fountain, and L'Enfant Plaza. The scenic Waterfront area runs for several blocks on Maine Ave., SW and features a shimmering array of piers, sailboats, yachts, fishing boats, seafood markets, and restaurants.

## Transportation to, from, and around DC Airports

### ***Baltimore/Washington International Airport***

*P.O. Box 8766*

*BWI Airport, MD 21240*

*Phone: (410) 859-7032*

*Fax: (410) 859-3960*

*<http://www.bwiairport.com/#>*

User-friendly airport offering both domestic and international flights. The airport is located about 40 minutes from downtown with excellent access to highways and other forms of transportation. Trains run between Union Station and BWI often and ground transportation runs to 15<sup>th</sup> and K Sts. every hour. For taxi service from the district to BWI, call Super Shuttle (202-562-1234). Taxi fare to downtown is approximately \$35-\$40.

### ***Washington Dulles International Airport***

*Phone: (703) 661-2700*

*<http://www.metwashairports.com/Dulles/>*

Located 26 miles west of DC and offering a full range of domestic and international flights. Washington Flyer provides bus service to downtown hotels, with departures every 45 minutes. For more information, contact the Air Service Development Manager (703-417-8766). Taxi fare to downtown is approximately \$40.

### ***Washington National Airport***

*Phone: (703) 685-8000*

*<http://www.mwaa.com/national/index.htm>*

Located south of the city along the Potomac River, National Airport offers a range of domestic flights on major, regional, and commuter carriers. Shuttle bus service to downtown (1517 K St., NW) is available. The airport is accessible on Metro's yellow and blue lines. For more information, contact the Air Service Development Manager at (703-417-8766). Taxi fare to downtown is about \$12-\$15.

## **Metro System**

### ***Washington Metropolitan Area***

#### ***Transit Authority***

*600 5th St., NW #6G04*

*Washington, DC 20001*

*Phone: (202) 962-1122*

*Fax: (202) 962-6103*

*<http://www.wmata.com/>*

Metrorail and Metrobus provide the safest, cleanest, and most efficient way of getting around Washington. Five rail lines and extensive bus routes service Maryland and Virginia suburbs. Train lines are named for colors: red, yellow, orange, blue, and green. Station entrances are marked by brown pylons capped with the letter “M” and colored stripes indicating which lines are available. Route maps are posted at each station and inside each subway car. Trains operate Monday-Friday 5:30 a.m.-midnight, Saturday-Sunday 8 a.m.-midnight. Each train displays the name of its farthest destination. Rail farecards can be purchased at vending machines located inside the stations. Farecards are inserted into the turnstile gates to enter and exit subway platforms. The fare is automatically deducted each time you exit a station. To continue your trip by Metrobus, obtain a transfer slip at the turnstile. Buses travel to Georgetown and other areas not serviced by the subway. See below for Metrorail map.





## Rail Service

### ***Amtrak***

*400 North Capitol St., NW #684  
Washington, DC 20001  
Phone: (202) 906-4971  
Fax: (202) 906-4974  
Toll Free: 1-800-USA-RAIL  
www.amtrak.com*

America's only national passenger railroad system. Tickets may be purchased at Union Station, Amtrak's Travel Center (1721 K St., NW), New Carrollton (MD) station, or Alexandria (VA) station.

### ***MTA/MARC Train Service***

*6 Saint Paul St.  
William Donald Schaefer Tower  
Baltimore, MD 21202  
Phone: (410) 859-7422  
Fax: (410) 859-5713  
Toll Free: 1-800-325-RAIL  
www.mtmaryland.com*

Fast, economical train service from Washington's Union Station to Baltimore, BWI Airport, Oriole Park at Camden Yards, and other points around Maryland.

## **By Road**

Washington is circled by the Capital Beltway, formed by Interstates I-495 and I-95. Interstate 66 leads from Washington west to Great Falls, Winchester, and further into western Virginia. Interstate 50 heads east to Annapolis, MD, the Chesapeake Bay and the beaches and west to Arlington, Falls Church, and other points in Virginia. Interstate 95 heads north to Baltimore, MD, Philadelphia and New York and south to Alexandria, Springfield, VA, and Interstate 395. Interstate 270 heads north to Frederick, MD, and beyond.

## Taxis and Sedans

DC taxis operate on a zone system instead of meters. By law, basic rates must be posted in each cab (add \$1.25 additional passengers). Maryland and Virginia cabs have meters and can take you in or out of the city, but not point to point within the District. Cabs can usually be hailed from any street corner. For more details, call the DC Taxicab Commission at (202) 767-8319. <http://dctaxi.dc.gov/main.shtm>

### ***Red Top Executive Sedan Co.***

*1200 North Hudson St.*

*Arlington, VA 22201*

*Phone: (703) 525-0900*

*Fax: (703) 525-0908*

*Toll Free: 1-800-296-3300*

When a taxi won't do and a limousine is too much.

### ***Washington Flyer***

#### ***Taxi/Arlington Blue Top Cab***

*1008 North Randolph St. #103*

*Arlington, VA 22201*

*Phone: (703) 243-8575*

*Fax: (703) 525-3480*

*Home Page: [HTTP://WWW.FLYERTAXI](http://WWW.FLYERTAXI)*

Washington Flyer Taxi provides ground service at Dulles International Airport; Blue Top Cab provides service to and from Northern Virginia, including National Airport. Both offer 24-hour service, metered fares, and a computer reservation system. Credit cards accepted. Voucher billing program available.

### ***Washington Car and Driver***

*4900 Nicholson Court*

*Kensington, MD 20895*

*Phone: (703) 876-6700*

*Fax: (301) 984-8529*

Executive sedan service provides comfortable and reliable local transportation not available with taxis and for less than a limousine. Featuring Lincoln Town Cars and Chrysler New Yorker sedans. Trained professional drivers.

## Monuments and Attractions of Washington

### ***The Kreeger Museum***

2401 Foxhall Road, NW  
Washington, DC 20007  
Phone: (202) 337-3050  
Toll Free: (877) 337-3050  
Fax: (202) 337-3051  
Reservations: (202) 338-3552  
<http://www.kreegermuseum.com/>

Called “The Jewel on Foxhall,” the Kreeger Museum is a private, non-profit museum in the former residence of Carmen and the late David Lloyd Kreeger. Designed by the renowned architect Philip Johnson, the museum displays a collection of 19th- and 20th-century art and sculpture, plus African and other non-Western art. The museum can only be seen by appointment Tuesday-Saturday at 10:30 a.m. and 1:30 p.m. Admission: \$5.

### ***A. Philip Randolph Statue***

Union Station  
50 Massachusetts Ave., NE  
Washington, DC 20002  
<http://www.thedistrict.com/things/to/tourism/monmem.htm>

This bronze statue that greets visitors arriving in Washington by train honors the founder of the Sleeping Car Porters Union and the civil rights activist who organized the famous 1963 March on Washington. Located near Gate C in Union Station. Open daily. Free. Metro: Union Station.

### ***American Theatre Project at 8Rock***

1920 Martin Luther King Jr. Ave., SE  
Washington, DC 20020  
Phone: (202) 678-7625. (202) 678-7625 (tape)  
<http://sunsite.tus.ac.jp/wc94/hosts/washDC/entertainment.html>

Gallery/theatre open daily 11 a.m.-6:30 p.m.  
Admission: \$12.50-\$15. Metro: Anacostia.

### ***Art, Science, and Technology Institute***

Holography-Museum of the 3<sup>rd</sup> Dimension,  
2018 R St., NW  
Washington, DC 20009  
Phone: (202) 667-6322 / 408-1833  
Fax: (202) 265-8563  
<http://www.thedistrict.com/things/to/tourism/museums.htm>

Discover the most informative and entertaining museum of the future and its world-famous collection of holography, including one of the world’s largest holograms. The pictures jump off the walls, giving a sense why artists are as excited as scientists over this technology. Tours given by experts bring you to the universe of holographic, photonic, and laser applications, and the challenge of the art, science, and technology. Open Tuesday-Sunday 11 a.m.-6 p.m. Closed Jan. 1, Easter, July 4, Labor Day, Thanksgiving, Dec. 25. Museum visit only by guided tour, call for Admission rates and reservations 11 a.m. to 6 p.m. Metro: Dupont Circle, Q St. Exit.

***Banneker Circle and Fountain***

*L'Enfant Plaza near Maine and  
Water Sts., SW*

*Washington, DC 20024*

***[http://www.thedistrict.com/things/to/tourism/  
monmem.htm](http://www.thedistrict.com/things/to/tourism/monmem.htm)***

***Bethune Museum and Archives Inc.***

*National Historic Site*

*1318 Vermont Ave., NW*

*Washington, DC 20005*

*Phone: (202) 332-9201*

***[http://www.thedistrict.com/things/to/tourism/  
museums.htm](http://www.thedistrict.com/things/to/tourism/museums.htm)***

***Black History National Recreation Trail***

*National Park Service, National Capitol  
Region*

*1100 Ohio Drive, SW*

*Washington, DC 20242*

*Phone: (202) 619-7222*

***Bureau of Engraving and Printing***

*Department of the Treasury,*

*14th and C Sts., SW*

*Washington, DC 20228*

*Phone: (202) 874-3019*

*Fax: (202) 874-3177*

***<http://www.bep.treas.gov/>***

***Civil War Discovery Trail***

*c/o Civil War Trust*

*1225 I St., NW #401*

*Washington, DC 20005*

*Phone: (202) 326-8420*

*Fax: (202) 408-5679*

*Toll-Free: 1-800-CWTRUST*

***<http://www.civilwar.org/discoverytrail.htm>***

A tribute to African-American mathematician and astronomer Benjamin Banneker, who in 1791 assisted Pierre Charles L'Enfant with the original design for the capital city. Open daily. Free. Metro: L'Enfant Plaza.

This repository and research center for African-American women's history is located in the former home of Mary McLeod Bethune, founder of the National Council of Negro Women. Tours available. Open Monday-Friday 10 a.m.-4:30 p.m. Admission: adults \$1, students 50 cents. Group tours by appointment only. Metro: McPherson Square.

Directs visitors to sites in historic neighborhoods that illustrate aspects of African-American history. For a free brochure, write to the Office of Public Affairs.

See currency printed at the rate of 7,000 sheets per hour on the self-guided, 25-minute tour. Free, but tickets required from May to August (available on a first-come, first-served basis). Open Monday-Friday 9 a.m.-2 p.m. except federal holidays (sometimes it's necessary to cut off the ticket line at noon). Metro: Smithsonian.

The Civil War Discovery Trail links more than 300 sites in 16 states, including Washington, DC, to inspire and to teach the story of the Civil War and its haunting impact on America. The Trail, an initiative of The Civil War Trust, allows visitors to explore battlefields, historic homes, railroad stations, cemeteries, parks, and other destinations that bring history to life. For more information, call the Civil War Trust.

***Congressional Cemetery***

*1801 E St., SE*

*Washington, DC 20003*

*Phone: (202) 543-0539*

*[http://www.congressionalcemetery.org/Rosters\\_Menu.html](http://www.congressionalcemetery.org/Rosters_Menu.html)*

The nation's first national cemetery, dating back to 1807. The cemetery contains a large collection of Victorian statuary and is the final resting place for many significant Americans including John Philip Sousa, Matthew Brady, J. Edgar Hoover, Native American chiefs Pushmataha and Taza, Revolutionary War heroes, senators, and many other prominent individuals. Open daily 9 a.m.-5 p.m. Free (contribution requested). Guided tours and group tours by appointment. Metro: Stadium-Armory.

***Duke Ellington School of the Arts***

*35th and R Sts., NW*

*Washington, DC 20007*

*Phone: (202) 337-4022*

*Fax: (202) 282-1106*

*<http://www.ellingtonschool.org/desa/>*

Named for Washington native Duke Ellington, this 4-year pre-professional school places equal emphasis on academics and the arts. Entrance is gained through a rigorous audition process. One free tour per month, starting at 2 p.m. (no tours between June and September).

***Dumbarton Oaks***

*1703 32nd St., NW*

*Washington, DC 20007*

*Phone: (202) 338-8278*

*<http://www.doaks.org/>*

Splendid 19th-century mansion and acres of formal gardens in upper Georgetown. Museum open Tuesday-Sunday 2-5 p.m.; gardens open daily 2-6 p.m. (April-October). Donations requested. Closed all national holidays.

***Ebenezer Methodist Church***

*420 D St., SE*

*Washington, DC 20003*

*Phone: (202) 544-1415*

The site of the first public school for African-Americans, the church was designated by the District government as a historical landmark in 1975. Open Monday-Friday 8:30 a.m.-3 p.m. Metro: Capitol South.

***Emancipation Statue***

*Lincoln Park, East Capitol St.*

*between 11th and 13th Sts., NE*

*Washington, DC*

*Phone: (202) 690-5155*

Built almost entirely with funds donated by former slaves, the statue depicts Archer Alexander, the last slave captured under the Fugitive Slave Law, breaking the chains of slavery while Abraham Lincoln reads the Emancipation Proclamation. Open daily. Free.

***Evans-Tibbs Collection***

*1910 Vermont Ave., NW*

A permanent collection of 19th- and 20th-century African-American art in the former home African-

*Washington, DC 20001*  
*Phone: (202) 234-8164*

American opera singer Lillian Evans Tibbs. Open by appointment. Metro: U Street-Cardozo.

***Family Tree of Life Statue***  
*16th and Colorado Ave., NW*  
*Washington, DC*  
*<http://www.thedistrict.com/things/to/tourism/momem.htm>*

In Rock Creek Park, adjacent to the Carter Barron Amphitheater, this 15-foot totem monument of red oak by Dennis Stoy, Jr. represents an African-American family. Open daily 8 a.m.- dusk.

***Federal Bureau of Investigation***  
*9th and Pennsylvania Ave., NW*  
*Washington, DC 20535*  
*Phone: (202) 324-3447*  
*Fax: (202) 324-6493*

The hour tour includes crime laboratories, history exhibit, and a live firearms demonstration. Open Monday-Friday 8:45 a.m.-4:15 p.m. Closed weekends and most federal holidays. Free. Metro: Metro Center, Gallery Place-Chinatown.

***Ford's Theatre and Lincoln Museum***  
*511 10th St., NW*  
*Washington, DC 20004*  
*Phone: (202) 347-4833*  
*Fax: (202) 638-1001*  
*Toll Free: 1-800-899-2367*

The site of a national tragedy, this restored 19th-century showplace features the best in musical and dramatic theater. The Lincoln Museum has over 400 historic objects that tell the story of President Lincoln's assassination. Open daily 9 a.m.-5 p.m. except for matinees or rehearsals and Christmas. Free admission. Metro: Metro Center.

***Franciscan Monastery***  
*1400 Quincy St., NE*  
*Washington, DC 20017*  
*Phone: (202) 526-6800*  
*Fax: (202) 529-9889*

Founded to educate men to serve as Franciscan missionaries, this stately retreat includes an enclosed garden, statues of Saint Francis and reproductions of Holy Land shrines. Free hourly tours daily 1-4 p.m.; hourly morning tours Monday-Saturday 9-11 a.m. Suggested donation \$1. Metro: Brookland-CUA.

***Frederick Douglass National Historic Site***  
*1411 W St., SE*  
*Washington, DC 20020*  
*Phone: (202) 426-5961*

Former residence of famed African-American abolitionist, orator, diplomat, essayist, and auditor of the US Treasury. Visitor center features exhibits and a film on Douglass' life. Open daily 9 a.m.-4 p.m. (to 5 p.m. April 15-Oct. 15) except New Year's Day, Thanksgiving, Christmas. Free admission. Tours available. Metro: Anacostia.

***Galleries of Dupont Circle***  
*c/o Tarrt Gallery,*

Represents 20 independent galleries and a wide variety of fine art from all over the world. The

*2017 Q St., NW  
Washington, DC 20009  
Phone: (202) 232-3610  
Fax: (202) 797-9853*

***Howard University***  
*2400 6th St., NW  
Washington, DC 20020  
Phone: (202) 806-6100*

***Jefferson Memorial***  
*Tidal Basin, south end of 15th St., SW  
Washington, DC  
Phone: (202) 426-6841*

***Jewish Historical Society of Greater Washington***  
*701 3rd St., NW  
Washington, DC 20001  
Phone: (202) 789-0900  
Fax: (202) 789-0485*

***Kenilworth Aquatic Gardens***  
*Anacostia Ave. and Douglas St., NE  
Washington, DC 20019  
Phone: (202) 426-6905  
<http://www.nps.gov/nace/keaq/>*

***Korean War Veterans Memorial***

galleries hold a joint open house the first Friday of each month (except Aug. and Sept.) 6-8 p.m., and open the new gallery season the evening of the second Friday of September.

One of the most prestigious historically black universities in the country. The Gallery of Art features the permanent Alain Locke African collection and changing exhibits. The Moorland-Springarn Research Center contains the country's largest collection documenting the history and culture of African-Americans. The center is open Monday-Thursday 9 a.m.-4:45 p.m. (to 4:30 p.m. Friday, 5 p.m. Saturday). Metro: Shaw-Howard University.

The 19-foot bronze statue of the third president stands beneath a rotunda inscribed with passages from the Declaration of Independence and Jefferson's other famous writings. Open daily except Christmas. Free. Park ranger in attendance 8 a.m.-midnight.

Oldest synagogue building in Washington, dedicated in 1876, now houses the Lillian and Albert Small Jewish Museum. The building is listed on the National Register of Historic Places and features a restored sanctuary, a permanent exhibit on the history of the Washington Jewish community, plus changing exhibits. Open Sunday-Thursday 10 a.m.-4 p.m. Guided tours by appointment. Suggested donation: \$2. Metro: Judiciary Square.

Thousands of water plants, waterlilies, lotuses, water hyacinths, and bamboo grow in ponds along the Anacostia River. Flowers bloom May-early fall. Open daily 7 a.m.-4:30 p.m. Visitors center open 8 a.m.-4 p.m. daily (9 a.m.-4 p.m. April-September). Free. Guided tours available. Metro: Deanwood.

This powerful new memorial, located next to the



*Adjacent to Lincoln Memorial  
Reflecting Pool  
Washington, DC  
Phone: (202) 619-7222  
<http://www.nps.gov/kwvm/>*

***Library of Congress***  
*101 Independence Ave., SE  
Washington, DC 20540-5240  
Phone: (202) 707-8000  
Fax: (202) 707-5057*

***Lincoln Memorial***  
*West Potomac Park at 23<sup>rd</sup> St., NW  
Washington, DC  
Phone: (202) 426-6841*

***Mount Zion and Female Union Band  
cemeteries***  
*2515-2531 Q St., NW  
Washington, DC*

***National Arboretum***  
*3501 New York Ave., NE  
Washington, DC 20002-1958  
Phone: (202) 544-8733  
Fax: (202) 245-4527*

***National Archives and Records  
Administration***

Lincoln Memorial, features a sculptured column of 19 foot soldiers arrayed for combat, with the American flag as their objective. A wall is inscribed with the words, “Freedom Is Not Free” and is etched with images of support personnel to show the vast effort behind the military operation. Open daily 8 a.m.-midnight.

The world’s largest library with almost 110 million items in three buildings. The James Madison Building houses one of the world’s three perfect vellum copies of the Gutenberg Bible and changing exhibits. Open Monday-Friday 8:30 a.m.-9:30 p.m. (to 6 p.m. Saturday). Closed Sunday and all federal holidays. Free admission. Public tours are available; call for details. The Main Reading Room and the Great Hall in the Thomas Jefferson Building can be seen only on the public tour. Metro: Capitol South.

This grand memorial overlooks the Reflecting Pool, Washington Monument, and U.S. Capitol. Inside the 19-foot marble statue of the 16th president is flanked by inscriptions of his Second Inaugural Address and the famous Gettysburg Address. Open daily except Christmas. Free. Park ranger in attendance 8 a.m.-midnight. Metro: Foggy Bottom-GWU.

These 2 cemeteries honor African-Americans who helped develop a prosperous Georgetown. In 1842, the Female Union Band, a black women’s association, purchased this land as a burial ground for freed slaves. Open daily. Free.

More than 400 acres of trees, shrubs, flowering plants, picnic grounds, herb garden, and famous Bonsai collection. Open daily 8 a.m.-5 p.m. except Christmas. Free admission.

Houses the original Declaration of Independence, Constitution, Bill of Rights and more than 3 billion

*7th and Pennsylvania Ave., NW  
Washington, DC 20408  
Phone: (202) 501-5000  
Fax: (202) 501-5239*

***National Gallery of Art***  
*4th and Constitution Ave., NW  
Washington, DC 20565  
Phone: (202) 737-4215  
Fax: (202) 842-2356  
<http://www.nga.gov/>*

***National Museum of Health and Medicine***  
*Walter Reed Army Medical Center  
6825 16th St., NW  
Washington, DC 20306-6000  
Phone: (202) 782-2200  
Fax: (202) 782-7164*

***National Shrine of Immaculate Conception***  
*4th St. and Michigan Ave., NE  
Washington, DC 20017-1566  
Phone: (202) 526-8300  
Fax: (202) 526-8313*

***Old Executive Office Building***  
*17th and Pennsylvania Ave., NW, #578  
Washington, DC 20503  
Phone: (202) 395-5895*

***Old Stone House***  
*3051 M St., NW  
Washington, DC 20007  
Phone: (202) 426-6851*

***Rock Creek Park***  
*3545 Williamsburg Lane, NW  
Washington, DC 20008  
Phone: (202) 282-1063*

records. Open daily 10 a.m.-5:30 p.m. except Christmas; extended summer hours. Group tours by appointment. Free admission. Metro: Archives-Navy Memorial.

Permanent collection of European and American paintings, sculpture, decorative arts, and works on paper, plus changing exhibition of art from around the world. Open Monday-Saturday 10 a.m.-5 p.m., Sunday 11 a.m.-6 p.m. except New Year's Day, Christmas. Free admission. Group tours by appointment. Metro: Archives-Navy Memorial.

Features 8 related exhibits on human biology. Additional exhibits focus on Civil War medicine, AIDS, and the history of the microscope. Visiting exhibits change regularly. Open daily 10 a.m.-5:30 p.m. except Christmas. Free admission. Metro: Takoma.

The largest Roman Catholic church in the USA. The chapels, stained-glass mosaics, and architecture reflect the church's devotion to Mary, mother of God. Open daily 7 a.m.-6 p.m. (to 7 p.m. April-October). Free. Group tours by appointment.

Highly decorative restored Victorian interiors with beautiful stained-glass rotundas. Open Saturday 9-11:30 a.m. Tours conducted by trained docents by appointment only (name and birth date of each participant must be provided in advance). Free. Metro: Farragut North, Farragut West.

The oldest house in Washington, built in 1765 by a cabinet maker. Tours given by park rangers. Open Wednesday-Sunday 8 a.m.-4:30 p.m. Closed all federal holidays.

A rustic expanse of 1,754 acres surrounding Rock Creek and extending north to the District line. Includes Pierce Mill, Art Barn gallery, nature center, riding stables, tennis courts, a golf course,

30 picnic areas, playing fields, and an extensive network of trails for walking, jogging and cycling.

***St. Augustine Catholic Church***

*1419 U St., NW  
Washington, DC 20009  
Phone: (202) 265-1470*

The oldest African-American Catholic congregation in Washington, founded in 1858 on the present site of the Washington Post. Masses 8 a.m., 10 a.m., 12:30 p.m.; choirs at 10 a.m. and 12:30 p.m. masses.

***St. John's Church***

*1525 H St., NW  
Washington, DC 20005  
Phone: (202) 347-8766*

Built in 1816 across from the White House. Every president since James Madison has worshipped here. Both the church and Parish House are national historic landmarks. Open daily 8 a.m. to 4 p.m. (except during regular services). Tours after 11 a.m. Sunday service or by appointment. Closed all federal holidays. Free. Metro: McPherson Square.

***Supreme Court of the United States***

*1st St. and Maryland Ave., NE  
Washington, DC 20543  
Phone: (202) 479-3211*

Open Monday-Friday 9 a.m. to 4:30 p.m. Lecture in court every hour on the half hour 9:30 a. m. to 3:30 p.m. when court is not in session. Admission: Free. Metro: Capitol South, Union Station.

***The Octagon Museum***

*1799 New York Ave., NW  
Washington, DC 20006-5292  
Phone: (202) 638-3221  
Fax: (202) 626-7420  
<http://www.archfoundation.org/octagon/about/index.htm>*

Designed by Dr. William Thornton, first architect of the U.S. Capitol, and built in 1801 for Col. John Tayloe III, this Federal town house served as executive mansion for President Madison after the British burned the White House in 1814. Madison signed the Treaty of Ghent ending the War of 1812 in the second floor parlor. Today, this historic home features period furnishings and a museum with changing exhibitions of architecture and allied arts. Open Tuesday-Sunday 10 a.m.-4 p.m. except New Year's Day, Thanksgiving, Christmas. Admission: adults \$3, students \$1.50. Groups: adults \$4, students \$3. Guided group tours by appointment. Metro: Farragut West, Farragut North.

***The Pavilion at the Old Post Office***

*1100 Pennsylvania Ave., NW  
Washington, DC 20004*

This former post office houses over 80 shops and restaurants. Enjoy daily entertainment and a dramatic view of the city from the 315-foot clock

*Phone: (202) 289-4224*  
*Fax: (202) 898-0653*

***The Washington Design Center***

*300 D St., SW*  
*Washington, DC 20024*  
*Phone: (202) 554-5053*  
*Fax: (202) 488-3711*

***Theodore Roosevelt Island***

*Potomac Park*  
*Washington, DC*  
*Phone: (703) 285-2598*

***Troyer, Fitzpatrick, Lassman***

*1710 Connecticut Ave., NW*  
*Washington, DC 20009*  
*Phone: (202) 328-7189*

***U.S. Capitol***

*Capitol Hill*  
*Washington, DC 20515*  
*Phone: (202) 225-6827*

***United States Botanic Gardens***

*100 Maryland Ave., SW*  
*Washington, DC 20024*  
*Phone: (202) 225-8333*

tower. Open daily 8 a.m.-10:45 p.m. (summer), 10 a.m.-5:45 p.m. (winter). Closed Thursdays 6:30-9:30 p.m. Free admission. Metro: Federal Triangle.

More than 50 showrooms on 8 floors of designer home and office furnishings (for sale to professional designers only). Open Monday-Friday 1-5 p.m.; group tours by appointment. Admission: \$5. Metro: Federal Center SW.

This serene island, accessible by a footbridge from the parking lot off the northbound lane of the George Washington Parkway, is a wildlife refuge with nearly 2 miles of trails. A 17-foot bronze statue of President Theodore Roosevelt, early champion of wildlife and nature conservation, can be seen in the Statuary Garden. Open daily 8 a.m.-dusk. Free.

Contemporary photography, paintings, sculpture and works on paper. Open Tuesday through Saturday 11 a.m. to 5 p.m. Metro: Dupont Circle.

Under the magnificent white dome, senators and representatives meet to shape U.S. legislative policy. Free guided tours leave every 15 minutes in the Rotunda daily 9 a.m. to 3:45 p.m. and include Statuary Hall, the original Supreme Court chamber, and the Crypt, intended burial place of George and Martha Washington. Open 9 a.m. to 4:30 p.m. (to 8 p.m. Memorial Day-Labor Day) except New Year's Day, Thanksgiving, Christmas. Free admission. Metro: Capitol South, Union Station.

A living museum which houses permanent collections of tropical, subtropical, and desert plants. Open daily 9 a.m. to 5 p.m. daily except New Year's Day, Yom Kippur, Christmas. Free. Metro: Federal Center SW.

***United States Holocaust Memorial Museum***

*100 Raoul Wallenberg Place, SW*

*Washington, DC 20024-2150*

*Phone: (202) 488-0400*

*Fax: (202) 488-2960*

This somber and moving museum tells the story of the Holocaust through artifacts, films, photographs, and oral histories. Open daily 10 a.m. to 5:30 p.m. Admission is free, but timed tickets are required to view the permanent collection. An allotment of 2,000 same-day tickets is given out each day and is usually depleted by noon (limit 4 per person). Advance tickets are available through TicketMaster (202-432-7328 or 1-800-551-7328). The permanent exhibition is not recommended for children under age 11. Tickets are not required to enter the museum or visit the Wexner Learning Center, Hall of Remembrance, or to visit the special exhibits.

***Vietnam Veterans Memorial***

*Constitution Ave. and Henry Bacon Drive NW*

*Washington, DC 20001*

*Phone: (202) 634-1568*

*<http://www.nps.gov/vive/>*

Modern V-shaped memorial of black granite designed by Maya Ying Lin is inscribed with the names of 58,192 people missing or killed in the Vietnam War. Directories help locate names on the walls; name rubbings done upon request. Frederick Hart's life-size bronze sculpture depicts 3 young servicemen. Open 24 hours; park ranger on site 8 a.m.-midnight.

***Vietnam Women's Memorial***

*21st and Constitution Ave., NW*

*Washington, DC*

*Phone: (202) 426-6841*

*<http://www.nps.gov/vive/memorial/women.htm>*

Located in a grove of trees across from the Vietnam Veterans Memorial, this 2,000-pound bronze statue by Santa Fe-based sculptor Glenna Goodacre depicts 3 service women and a wounded soldier supported by sandbags. Open 24 hours.

***Visible Interactive***

*1000 Sansome Street #375*

*San Francisco, CA 94111*

*Phone: (415) 433-7781*

*Fax: (415) 433-7783*

Unique interactive audio tours for several Smithsonian museums including National Air and Space Museum, the First Ladies Exhibit at the National Museum of American History, and the National Museum of Natural History. Group rates and member discounts available for this innovative touring experience.

***Washington Center for Photography***

*1731 21st St., NW*

*Washington, DC 20009*

*Phone: (202) 234-5517*

Exhibitions, publications and educational programs. Open Wednesday-Saturday noon-5 p.m.

***Washington Monument***

*15th and Constitution Ave., NW*

*Washington, DC 20001*

*Phone: (202) 426-6841*

One of the tallest masonry structures in the world, this majestic obelisk was dedicated in 1885 to the memory of the first U.S. president. A free elevator ride takes you to the top for a spectacular view. Open daily 9 a.m. to 5 p.m. (8 a.m. - midnight April-Labor Day) except Christmas. Free admission. Metro: Smithsonian.

***White House Visitors Center***

*U.S. Department of Commerce Bldg.,*

*1450 Pennsylvania Ave., NW*

*Washington, DC 20230*

*Phone: (202) 208-1631*

Operated by the National Park Service, the center offers free timed tickets for touring the White House, historical exhibits, and facilities for visitors to learn more about the president's home, plus gift items. Open daily 8 a.m. to 5 p.m. with extended summer hours. Metro: Federal Triangle, McPherson Square.

## The Smithsonian Institution

### ***Arthur M. Sackler Gallery***

*1050 Independence Ave., SW*

*Washington, DC 20560*

*Phone: (202) 357-2700*

*Home Page: <http://www.si.edu/organiza/museums/freer/homepage>*

Changing exhibitions of Asian art drawn from major collections around the world, plus Chinese jades, Iranian silver, Persian manuscripts and contemporary Japanese ceramics. The striking architectural design features 3 underground levels and connect with the Freer Gallery of Art. Open daily 10 a.m.-5:30 p.m.; extended summer hours determined annually. Free admission. Guided group tours and tours for visitors with disabilities by appointment; call (202) 357-4880 ext. 245 or (202) 786-2374 (TTY). Metro: Smithsonian.

### ***Arts and Industries Building***

*900 Jefferson Drive SW*

*Washington, DC 20560*

*Phone: (202) 357-2700*

*Home Page: <http://www.si.edu/organiza/museums/artsind/homepage/artsind.htm>*

Exhibits from the 1876 U.S. Centennial Exposition in Philadelphia, plus changing exhibits. Discovery Theater sponsors children's performances (see individual listing for details). Open daily 10 a.m. to 5:30 p.m.; extended summer hours determined annually. Free admission. Guided group tours by appointment. Metro: Smithsonian.

### ***Freer Gallery of Art***

*12th St. and Jefferson Drive, SW*

*Washington, DC 20560*

*Phone: (202) 357-2700*

*Home Page: <http://www.si.edu/organiza/museums/freer/homepage>*

Outstanding collection of Asian art, plus works by 19th- and 20th-century American artists. The Peacock Room is the only surviving example of American expatriate James McNeil Whistler's interior design. Open daily 10 a.m.-5:30 p.m.; extended summer hours determined annually. Free admission. Guided tour daily; group tours and tours for the visually and hearing impaired by appointment. Call ext. 245 or (202) 786-2374 (TTY). Metro: Smithsonian.

### ***Hirshhorn Museum and Sculpture Garden***

*7th and Independence Ave., SW*

*Washington, DC 20560*

*Phone: (202) 357-2700*

*Home Page: <http://www.si.edu/organiza/museums/hirsh/homepage>*

Collection of 19th- and 20th-century painting and sculpture in a striking cylindrical structure and an adjoining outdoor garden. Changing exhibitions explore the newest trends in modern art. Open daily 10 a.m.-5:30 p.m.; extended summer hours determined annually. Metro: L'Enfant Plaza, Maryland Ave. exit.

***National Air and Space Museum***

*6th and Independence Aves., SW*

*Washington, DC 20560*

*Phone: (202) 357-2700*

*Home Page: <http://www.nasm.edu>*

The world's most visited museum houses the Wright Brothers' 1903 Flyer, Lindbergh's Spirit of St. Louis, Apollo 11 lunar command module, and an incredible collection of aviation and space technology treasures. Samuel P. Langley Theater shows spectacular IMAX film daily (admission). Albert Einstein Planetarium presents free programs on the workings of our universe (daily at 3 p.m.) Open daily 10 a.m. to 5:30 p.m.; extended summer hours determined annually. Free admission. Group tours, tours for visitors with disabilities and theater/planetarium bookings by appointment; call (202) 357-1400 or (202 ) 357-1505 (TTY). Metro: L'Enfant Plaza, Maryland Ave. exit.

***National Museum of African Art***

*950 Independence Ave., SW*

*Washington, DC 20560*

*Phone: (202) 357-2700*

*Home Page:*

*<http://www.si.edu/organiza/museums/africart/homepage/nmafa.htm>*

Devoted to the collection, study and exhibition of African art. Open daily 10 a.m.-5:30 p.m.; extended summer hours determined annually. Free admission. Tours for groups and visitors with disabilities by appointment; call (202) 357-4600 ext. 221 (voice) or 357-4814 (TTY) Monday-Friday. Metro: Smithsonian.

***National Museum of American Art***

*8th and G Sts., NW*

*Washington, DC 20560*

*Phone: (202) 357-2840*

*Fax: (202) 786-2607*

*Home Page: <http://www.nmaa.si.edu>*

Paintings, sculpture, folk art, photographs, and graphics by American artists from the 18th century to the present. Open daily 10 a.m.-5:30 p.m.; extended summer hours determined annually. Free admission. Group tours and tours for hearing and visually impaired visitors by appointment. Call (202) 357-3111 or (202) 357-2414 (TTY). Metro: Gallery Place-Chinatown.

***National Museum of American History***

*14th and Constitution Ave., NW*

*Washington, DC 20560*

*Phone: (202) 357-2700*

*Home Page: <http://www.si.edu/organiza/museums/nmah/homepage>*

Among the wealth of Americana are the flag that inspired The Star-Spangled Banner, first ladies inaugural gowns, and the ruby slippers worn by Judy Garland in the 1939 MGM musical, The Wizard of Oz. Popular exhibitions include Information Age, Field To Factory, A More Perfect Union: Japanese Americans And The Constitution and American Encounters. Open daily 10 a.m. to 5:30 p.m.; extended summer hours determined annually. Free admission.



***National Portrait Gallery***

*8th and F St., NW*

*Washington, DC 20560*

*Phone: (202) 357-2700*

*Home Page: <http://www.si.edu/organiza/museums/portgal/homepage/portgal.htm>*

Tours for groups and for hearing and visually impaired visitors by appointment; call (202) 357-1481 (voice) or (202) 357-1563 (TTY) Monday-Friday. Metro: Smithsonian, Federal Triangle.

Unique collection of portraits of famous Americans from the world of politics, sports, literature, stage, and screen. The Hall of Presidents features official portraits of U.S. presidents. Open daily 10 a.m. to 5:30 p.m.; extended summer hours determined annually. Free admission. Group tours and tours for visitors with disabilities by appointment; call (202) 357-2920. Metro: Gallery Place-Chinatown.

***National Postal Museum***

*2 Massachusetts Ave., NE*

*Washington, DC 20560-0001*

*Phone: (202) 357-2700*

*Home Page: <http://www.si.edu/organiza/museums/postal/homepage/start.htm>*

Unique collection of airmail planes, stagecoaches, rare stamps and letters, Owey the Postal Dog, Pony Express exhibit, rare postage and revenue stamps. Open daily 10 a.m. to 5:30 p.m.; extended summer hours determined annually. Free admission. Group tours by appointment; call (202) 357-2991 Monday to Friday. Metro: Union Station.

***National Zoological Park***

*3000 Connecticut Ave., NW*

*Washington, DC 20008*

*Phone: (202) 673-4800*

*Home Page: <http://www.si.edu/organiza/museums/zoo/homepage/nzphome.htm>*

A collection of over 3,000 exotic animals, birds, and reptiles, including the giant panda Hsing-Hsing. Amazonia is a re-creation of the world's largest rain forest. Open daily: grounds 8 a.m.-6 p.m.; animal buildings 9 a.m.-4:30 p.m.; extended summer hours determined annually. Free admission. Guided tours and group tours by appointment; call (202) 673-4955 (voice) or (202) 673-4823 (TTY). Metro: Woodley Park-Zoo.

***Renwick Gallery***

*17th and Pennsylvania Ave., NW*

*Washington, DC 20560*

*Phone: (202) 357-2700*

*Home Page: <http://www.nmaa.si.edu/renwick/renwickhomepage.html>*

Collection of 19th- and 20th-century American crafts, design and decorative arts. Open daily 10 a.m.-5:30 p.m.; extended summer hours determined annually. Free admission. Guided tours and group tours by appointment; call (202) 357-2531 (voice) or (202) 357-4522 (TTY). Metro: Farragut West.

***Smithsonian Associates***

***Resident Program***

***1100 Jefferson Drive SW***

***Washington, DC 20560***

***Phone: (202) 357-3030***

***Fax: (202) 786-2034***

Special after-hours performances, lectures, films and tours. Consult The Associates magazine, available in all Smithsonian museum shops, for a list of monthly activities. Admission: prices vary. Call for ticket information.

***Smithsonian Institution***

***Visitor Information Center***

***1000 Jefferson Drive SW***

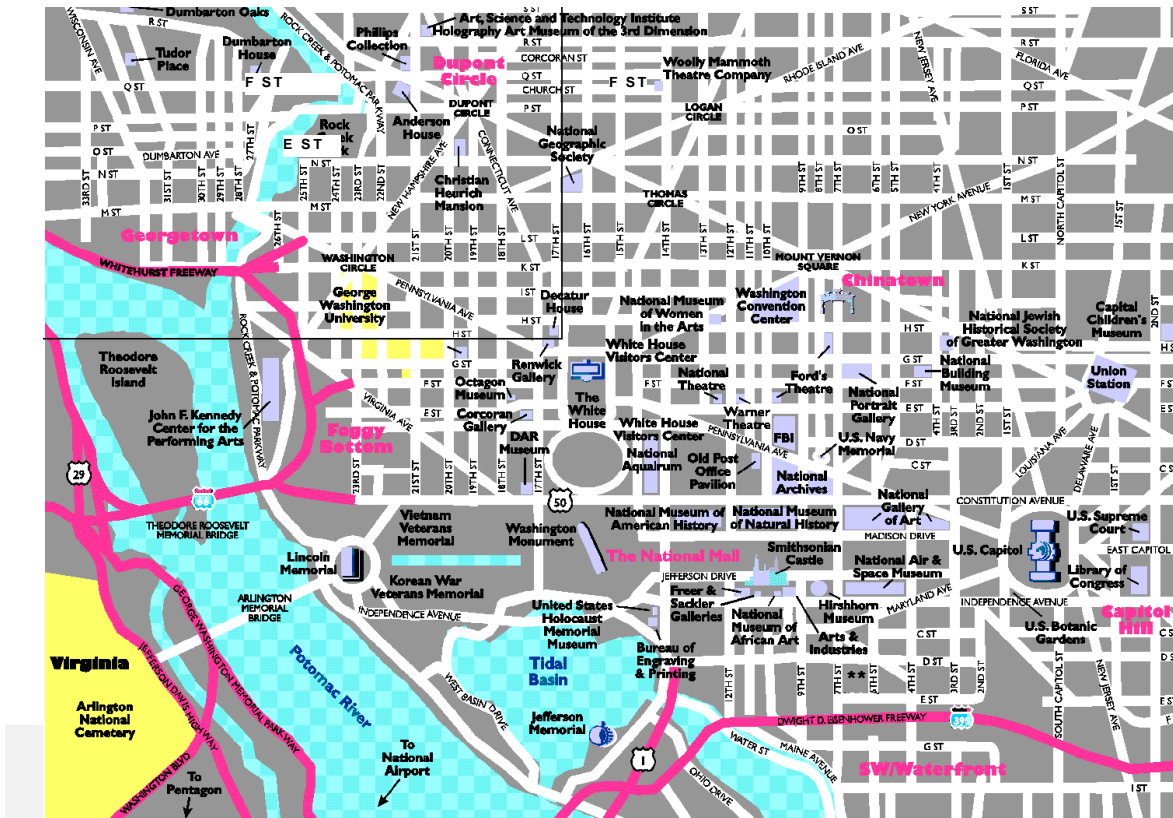
***Washington, DC 20560***

***Phone: (202) 357-2700***

***Home Page: <http://www.si.edu>***

Known as the Castle, the oldest of the 14 Smithsonian museums in Washington houses the crypt of founder James Smithson, 2 orientation theaters, scale models of Washington's monumental core, interactive touch-screen program in 6 languages, 2 electronic wall maps, plus multilingual information and assistance. Open daily 10 a.m. to 5:30 p.m.; extended summer hours determined annually. Free admission. Walk-in tours Friday-Sunday; Spanish-language tours the first Saturday of each month. Metro: Smithsonian.

## MAP of Washington, DC



## Tours

### ***Sights on CD***

*107 South West St. #255  
Alexandria, VA 22314  
Phone: (703) 549-5431  
Fax: (703) 549-5431*

Portable audio tour of 13 of Washington's most fascinating sights, including the White House, the Capitol, Arlington Cemetery, and many others. Available for rental at various hotel gift shops. Ask your concierge or call (703) 549-5431. Group rates available.

### ***All About Town***

*519 6th St., NW  
Washington, DC 20001  
Phone: (202) 393-3696  
Fax: (202) 393-2006*

Regularly scheduled full-day, half-day, and evening sightseeing tours of Washington, Georgetown, Arlington, and Mount Vernon aboard late-model and air-conditioned motorcoaches, including the only glass-topped sightseeing coaches in DC. Unlimited capacity. Free pickup at most hotels. Call 24 hours for reservations. Family operated since 1937.

### ***Bike The Sites, Inc.***

*3417 Quesada St., NW  
Washington, DC 20015  
Phone: (202)966-8662  
Fax: (202)966-8662  
email: [bikesites@aol.com](mailto:bikesites@aol.com)*

See the Washington area from a unique perspective! Professionally guided bicycle tours of capital attractions C & O Canal, Mount Vernon, Gettysburg, Antietam, and others. Daily rides, custom group tours, and multilingual guides available. Bicycles, helmets and equipment provided.

### ***C & O Canal Barge Rides***

*P.O. Box 4  
Sharpsburg, MD 21782  
Phone: (301) 739-4200*

Stretches 184 miles from Georgetown to Cumberland, MD. In the summer, enjoy the mule-drawn barge trips from either Georgetown or Great Falls, MD. The wide towpath alongside the canal is open to bikers, joggers, and hikers. Parking at Great Falls.

### ***Capitol River Cruises***

*14101 Parkvale Road  
Rockville, MD 20853  
Phone: (301) 460-7447*

Discover the most spectacular views of Washington aboard the Nightingale II, Georgetown's only hourly sightseeing cruise. The 50-minute tours depart daily from Georgetown Harbor. Private charters for up to 75 people.

### ***Chesapeake Marine Tours and Charters Inc.***

*980 Awald Drive  
Annapolis, MD 21403*

Public cruise of the Chesapeake Bay, past the U.S. Naval Academy and the shoreline of historic Annapolis. Both 40-minute and 90-minutes

*Phone: (301) 261-2719*

*Fax: (410) 626-1851*

***DC Ducks: The Boats On Wheels***

*P.O. Box 294*

*Washington, DC 20044*

*Phone: (202) 686-5464*

*Fax: (703) 418-1194*

***Double Decker Bus Tours, WDC, Inc.***

*1040 Avenue of the Americas, 18th Floor*

*New York, NY 10018*

*Phone: (212) 944-9700 / (800) 742-1142*

*Fax: (212) 944-8290*

***Gold Line/Gray Line of Washington, DC***

*5500 Tuxedo Road*

*Tuxedo, MD 20781*

*Phone: (301) 386-8300 / (800) 862-1400*

*Fax: (301) 386-2024*

***Gray Line New York Tours***

*1740 Broadway*

*New York, NY 10019*

*Phone: (212) 397-2620*

*Fax: (212) 247-6956*

***Guided Walking Tours of Washington***

*9009 Paddock Lane*

*Potomac, MD 20854*

*Phone: (301) 294-9514*

*Fax: (301) 309-0753*

***Old Town Trolley Tours***

*2640 Reed St., NE*

*Washington, DC 20018*

*Phone: (202) 832-9800*

*Fax: (202) 832-9040*

cruises available.

See Washington from a new point of view. Tour the Mall by land, then splash into the Potomac River on the boats with wheels. Fully narrated 90-minute tours on rebuilt WWII amphibious vessels depart regularly 10 a.m. to 4 p.m. from the National Theatre.

Individuals and groups may now see Washington, DC, a new way, from the top of an authentic London double-decker bus. Hop on and off at 18 exciting attractions an unlimited number of times for two consecutive days.

Specializing in daily sightseeing tours of Washington, as well as tours to historic Williamsburg, Monticello, Harpers Ferry, Gettysburg, and Atlantic City, plus multilingual tours, and trolley tours.

Day trips and overnight packages for individuals and groups originating in the New York metropolitan area to Washington DC, including transportation, lodging, sightseeing, and meals.

Riveting stuff. Anthony Pitch can bring alive the deadest looking sights in town.—*New York Daily News*. Guided walking tours around Lafayette Square every Saturday and historic Adams-Morgan every Sunday (weather permitting). Call or fax for reservations.

After-hours moonlight tour of the Mall and monuments. Pick-ups at your hotel for private charters. Advance purchase tickets also available for your groups at discounted rates.

***Old Town Trolley Tours***

*5225 Kilmer Place*

*Hyattsville, MD 20781*

*Phone: (301) 985-3021*

*Fax: (301) 927-7526*

Daily 2-hour narrated tours every 30 minutes starting at 9 a.m. Free reboarding from 16 sites around the city.

***Potomac Riverboat Co.***

*205 The Strand*

*Alexandria, VA 22314*

*Phone: (703) 684-0580*

*Fax: (703) 548-9001*

See Washington by water and enjoy a 90-minute narrated sightseeing cruise aboard The Matthew Hayes. This round-trip tour highlights the Lincoln and Jefferson Memorials, the Kennedy Center, and the Washington Monument.

***Spirit Cruises***

*Pier #4, 6th and Water Sts., SW*

*Washington, DC 20024*

*Phone: (202) 554-8000*

*Fax: (202) 488-1330*

Daily cruises to George Washington's Mount Vernon Estate and Gardens aboard the Potomac Spirit.

***The DC Foot Tour***

*P.O. Box 9001*

*Alexandria, VA 22304*

*Phone: (703) 461-7364*

Unique, personal walking tour of major historical sights and some of the city's best-kept secrets. Fascinating facts and trivia, plus time for picture taking. Ideal for groups, couples, and small groups.

***Tourmobile Sightseeing***

*1000 Ohio Drive, SW*

*Washington, DC 20024*

*Phone: (202) 544-5100*

*Fax: (202) 488-5200*

Advanced ticketing available by with TicketMaster (800-551-SEAT). Daily narrated sightseeing shuttle service authorized by the National Park Service. Signature tour with 14 stops in historic Washington plus Arlington National Cemetery. Free unlimited reboarding. Seasonal tours: of the Frederick Douglass National Historic Site and Mount Vernon available.

## **TRAVEL OF MORE THAN 24 HOURS TO ONE DESTINATION (LODGING REQUIRED)**

**RULES:** The maximum per diem rate for each calendar day of travel is based upon your location at midnight and whether lodging is required.

When lodging is required on the day of departure, your per diem is the actual cost of lodging, limited to the maximum applicable lodging allowance, plus  $\frac{1}{4}$  of the meals and incidental expenses (M & IE) applicable to the location for each 6 hour period or fraction thereof computed from the start of travel until midnight.

On the day travel ends,  $\frac{1}{4}$  of M & IE applicable to the location is allowable for each 6 hour period or fraction thereof computed from 12:01 am through arrival at return point (example: home or official station).

**EXAMPLE:** A CFIVSAC member is scheduled to attend a CFIVSAC meeting that will require travel to another city. The member will use their privately owned vehicle to get to and from their local airport. They will also use a roundtrip airline ticket from the Coast Guard Travel Agency. Once the member has arrived at his/her final destination, the member authorized to use a commercial vehicle for transportation (bus, taxi, train, etc.) to the hotel and site where the meeting will take place. In some cases lodging will be paid for by government purchase order. If not, the member will be reimbursed once the member's travel claim has been processed. When the meeting is complete, the member will follow the same procedure to return home. The member is responsible to submit original travel orders, airfare receipts, lodging receipts, and any other receipts (\$75.00 or greater) with their complete travel claim. The receipts and travel claim need to be mailed to a Commercial Fishing Vessel Staff member at:

Commandant (G-MOC-3)  
2100 2<sup>nd</sup> Street, S.W.  
Washington, D.C. 20593  
Attn: CFIVSAC Representative

The attached completed travel claim (sample 1) follows the above scenario and should assist you in completing most travels associated with committee membership. For more information on travel claims, FAQ's, and to download a travel claim, visit the CFVS web site at: [www.uscg.mil/hq/g-m/cfvs/CFIVSAC.htm](http://www.uscg.mil/hq/g-m/cfvs/CFIVSAC.htm)

**STEPS:** Member must complete blocks 1–18 (block 8 is the TONO number listed on your orders) and sign & date block 20. Block 19 relates to meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than government mess. Meals furnished on commercial aircraft or by private individuals are not considered deductible meals. Daily meals do not need to be listed as a reimbursable expense in block 18 of the travel claim. Member will be automatically reimbursed for meals according to the per diem rate. Enter the total cost for lodging in block 15e. To see the per diem rate visit: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html> If you have any questions, contact a CFIVSAC Representative at (800) 842-8740 ext. 70315.

**CODES: Block 15c. Means/Mode of Travel (Use two letters)**

GTR/TKT	-T	Automobile	-A
Government Transportation	-G	Motorcycle	-M
Commercial Transportation		Bus	-B
(Own Expense)	-C	Plane	-P
Privately Owned		Rail	-R
Conveyance (POC)	-P		
Vessel	-V		

**Block 15d. Reason For Stop**

Authorized Delay	-AD	Leave En Route	-LV
Authorized Return	-AR	Mission Complete	-MC
Awaiting Transportation	-AT	Temporary Duty	-TD
Hospital Admittance	-HA	Voluntary Return	-VR
Hospital Discharge	-HD		



TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use a typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input checked="" type="checkbox"/> Payment by Check		2. DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card contractor the portion of your reimbursement representing travel charges for transportation, lodging and rental car, unless you elect a different option: a. Pay the entire reimbursement directly to me. <input type="checkbox"/> b. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ <u>0.00</u>					
2. NAME (Last, First, Middle Initial) (Print or type) COASTIE, JOE		3. GRADE CIVILIAN		4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent <input type="checkbox"/> DLA	
6. ADDRESS: a. NUMBER AND STREET 123 COAST GUARD BLVD		b. CITY CORPUS CHRISTI		c. STATE TX		d. ZIP CODE 78418	
a. E-MAIL ADDRESS jcoastie@msn.com				10. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER & AREA CODE 361-555-1234		8. TRAVEL ORDER NUMBER 11-02-232ABC034		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NONE		a. D.O. VOUCHER NUMBER COAST GUARD WILL COMPLETE	
11. ORGANIZATION AND STATION CFIVSAC				12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED		b. SUBVOUCHER NUMBER COAST GUARD WILL COMPLETE	
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE		c. PAID BY COAST GUARD WILL COMPLETE	
N/A				N/A			
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X yes) <input type="checkbox"/> No (Explain in Remarks)				d. COMPUTATIONS COAST GUARD WILL COMPLETE			
15. ITINERARY							
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. P.C. MILES		
2002							
23 SEP	DEP HOME	PA					
23 SEP	ARR CORPUS CHRISTI AIRPORT		AT		24		
23 SEP	DEP	CP					
23 SEP	ARR WASHINGTON, DC NATIONAL AIRPORT		AT				
23 SEP	DEP	CA					
23 SEP	ARR WASHINGTON, DC HOTEL		TD	\$320.56			
28 SEP	DEP	CA					
28 SEP	ARR WASHINGTON, DC NATIONAL AIRPORT		AT				
28 SEP	DEP	CP					
28 SEP	ARR CORPUS CHRISTI AIRPORT		AT				
28 SEP	DEP	PA					
28 SEP	ARR HOME		MC		24		
	DEP						
	ARR						
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL			
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
15 SEP 02	AIRLINE TICKET	\$345.00					
23 SEP 02	TAXI	\$ 23.00					
28 SEP 02	TAXI	\$ 21.00					
28 SEP 02	AIRPORT PARKING	\$ 48.00					
				19. GOVERNMENT DEDUCTIBLE MEALS			
a. DATE	b. NO. OF MEALS	c. DATE	d. NO. OF MEALS				
20. CLAIMANT SIGNATURE JOE COASTIE		b. DATE 30 SEP 02		c. SUPERVISOR SIGNATURE COAST GUARD WILL COMPLETE		d. DATE	
21. APPROVING OFFICER SIGNATURE COAST GUARD WILL COMPLETE						b. DATE	
22. ACCOUNTING CLASSIFICATION COAST GUARD WILL COMPLETE							
23. COLLECTION DATA COAST GUARD WILL COMPLETE							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
						28. AMOUNT PAID	

DD FORM 1351-2, JUN 2002

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSAR HHS 12-91